

## 8 APPENDIX A – DETAILED LEMIS INVENTORIES

This section describes the inventories associated with the LEMIS system. Each data theme below includes a detailed review of the data context diagram, related business processes, related services and related requirements. Descriptions for the Actors and Business Reference Model (BRM) Mapping<sup>1</sup> are provided in Table 56 and Table 57, respectively.

### LEMIS Case

#### Description

The LEMIS Case data theme consists of the data collected and managed during an investigation, including any associated LE actions. Investigations stem from incidents and have at least one case associated with them. It is important to note that LEMIS does not distinguish between a case and an incident. A LEMIS case is a master data element within LEMIS and is comprised of one to many case reports which in turn have one to many violations associated with them. The concept of a “case” and an “incident” are interchangeable to LEMIS, and the default term used is “case”.

In addition to Case, there are several wholly encapsulated data themes that are entered as part of the Case data theme life cycle. These additional data themes include:

- Regulations – Identifies the specific regulation or law that was breached.
- Violation – Identifies the specific violation committed.
- Property Items – Identifies property that is germane to the case. This can include evidentiary property, seized goods, vehicles believed to belong to or be involved with the case, etc.
- Criminal Intelligence – Intelligence information gathered through leads, Cooperating Private Individuals, or other investigatory methods.
- Forensics Analysis – Results and Findings from the scientific review of the case.
- Officers – Service Officers involved in the management of the investigation/case.
- Strategic Planning Alignment – Links between the case and the current strategic Performance goals of the FWS.
- Bird Fatality – A Bird Fatality Incident report can lead to the creation of a case if an Officer determines that an investigation is necessary to address the incident.
- Cooperating Private Individual – A case can be linked to information in the CPI module if an individual is providing information to support an investigation.

#### Data Context

A Data Context Diagram depicts the LEMIS case relationships by identifying the key business processes, Performance requirements, and services that make use of a given data theme. The LEMIS Case data context diagram indicates that there are seven business processes supporting the creation and management of a case. The key elements associated with a Case are the Case number and the Case Officer who handles the investigation and respective incidents. As a data theme, a LEMIS Case is related to several other themes described in this section, including LEMIS Forensic Analysis Results,

<sup>1</sup> The Business Reference Model (BRM) mapping provided in the inventories represent Booz Allen’s alignment of the business processes to the Federal Enterprise Architecture (FEA) perspective.



LEMIS Violation, LEMIS Criminal Intelligence Information, LEMIS Property Item, LEMIS Cooperating private Individuals, LEMIS Officer, and six services (LEMIS and five respective subsystems). This section provides a complete description of the LEMIS Case data theme, its Performance, business, and service perspectives, and the associated requirements.

Performance [Mission Requirements] Perspective				
	Related Enactments			
	All Relevant FWS Policies and Regulations			
	16 USC Chapter 35 - Endangered Species (Endangered Species Act)			
	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)			
	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)			
	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)			
	FWS Service Manual			
	50 CFR Wildlife and Fisheries			
Business [Process] Perspective				
Process Name		CRUD	Actors	BRM Mapping
Bird Fatality Management		Review	7, 10, 18, 36	12, 28, 53
Issue Violation		Review	9	11, 12, 13, 14, 26, 54
Declaration Management		Review	4, 36	9, 12, 24, 65
Manage Case Related Property		Review	7, 9, 10, 17, 44	9, 16, 17, 37, 45
Investigation Management		Create	7, 9, 10, 36	10, 11, 12, 13, 26, 52, 53, 54
Case Management		Create	4, 5, 6, 7, 24, 36, 52, 53	11, 12, 17, 22, 23, 24, 28, 41
Strategic Planning		Review	53	59, 74
Data [Business] Perspective				
	Data Theme:	LEMIS Case		
	Data Subject Area:	Investigation Data		
	Description:	Incidents contained within the LEMIS system.		
	Related Themes:	LEMIS Forensic Analysis Results, LEMIS Regulation/Violation, LEMIS Criminal Intelligence Information, LEMIS Property Item, LEMIS Confidential Paid Informants, LEMIS Officer, LEMIS Bird Fatality, LEMIS Strategic Planning		
	Key Elements:	Case Number, Case Officer		
	Data Owners:	LEMIS Zone LE Officer		
		LEMIS Case Officer		
		LEMIS Regional LE Officer		
Service [Applications] Perspective				
System Name		Data Role	Managing Org	Interoperability Format
LEMIS		Both	FWS OLE	Direct Data Query
LEMIS Investigation (LEMIS subsystem)		Producer	FWS OLE	Direct Data Query
LEMIS LID (LEMIS subsystem)		Consumer	FWS OLE	Direct Data Query
LEMIS Intelligence (LEMIS subsystem)		Consumer	FWS OLE	Direct Data Query
LEMIS UCBooks (LEMIS subsystem)		Consumer	FWS OLE	Direct Data Query
LEMIS Cooperating Private Individual Module (LEMIS subsystem)		Consumer	FWS OLE	Direct Data Query
LEMIS SuperCase Module (LEMIS subsystem)		Both	FWS OLE	Direct Data Query
Associated Requirements				
ReqID	Type	Requirement	Source	
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems	



Associated Requirements			
ReqID	Type	Requirement	Source
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)
134	Performance	DOI shall enforce laws dealing with fish and wildlife (including non-endangered species) including the import, export, possessions, sale, delivery, etc. of any fish or wildlife species governed by law	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)
135	Performance	The duties and powers of the Department of the Interior include the preservation, distribution, introduction, and restoration of game birds and other wild birds.	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)
141	Performance	The DOI shall support FWS by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
142	Performance	The DOI's duty is to protect and conserve marine mammals as well as their habitat through regulation and enforcement	16 USC Chapter 31 - Marine Mammal Protection (Marine Mammal Act)
145	Performance	DOI shall support the wildlife restoration act through research, aide and regulation in order to protect wildlife species	16 USC Chapter 5(b) - Wildlife Restoration
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	50 CFR Wildlife and Fisheries
274	Performance	The DOI shall be in compliance that all criminal intelligence systems operating through support under the Omnibus Crime Control and Safe Streets Act	28 CFR Criminal Intelligence System Operating Policy
275	Performance	The DOI shall promote the conservation of exotic birds by assisting conservation programs, limiting and or prohibiting imports of exotic birds, ensure trade is biologically sustainable, and supporting effective implementation of the Convention	16 USC Chapter 69 - Wild Exotic Bird Conservation (Wild Bird Conservation Act)
387	Performance	LEMIS Intelligence subsystem shall conform to Information and record retention guidelines conform to 28 CFR Part 23 which state that the maximum retention period is five years with the option of one year and 90 days and any information that is not updated	LEMIS FRD OLE v1.2.doc
409	Performance	The LEMIS Declarations subsystem and LEMIS Electronic Declarations system shall conform to all import/export regulations outlined in 50 CFR Part 14.4 stating that a service officer must clear all wildlife imported into the U.S. prior to release by Custom	LEMIS FRD OLE v1.2.doc
459	Performance	LEMIS system shall conform and abide to DOI's policies and LE manual enforcing strategic plans	LEMIS FRD OLE v1.2.doc
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)
474	Performance	The Use of Undercover Operations and/or Businesses by the Office of LE shall comply with all policies and requirements outlined in the FWS Service Manual Part 447 FW 1 and 2	FWS Service Manual Part 447 FW 1 and 2
475	Performance	All FWS reports shall comply with the Reports Management Program defined by the FWS Service Manual Part 281 FW 1, 41 CFR 201-45.102, and 381 DM 6	FWS Service Manual Part 281 FW 1, 41 CFR 201-45.102, and 381 DM 6



Associated Requirements			
ReqID	Type	Requirement	Source
477	Performance	The FWS LE shall follow guidance contained within the Freedom of Information Act (FWS Service Manual Part 203) and the Privacy Act (FWS Service Manual Part 204)	FWS Service Manual Parts 203 and 204
478	Performance	Inspections of wildlife imports and exports must comply with the policies and procedures outlined in the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1 50 CFR Part 14
479	Performance	Documentation of Wildlife Imports and Exports must be authentic, valid, and consistent, and developed in accordance with the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1, 1.5
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1	FWS Service Manual Part 445 FW 1
483	Performance	FWS LE arrests and detentions must be conducted in accordance with guidance provide by the FWS Service Manual Part 445 FW 2	FWS Service Manual Part 445 FW 2
484	Performance	The recognizing, preserving, recording, marking, tagging, and packaging of physical evidence shall comply with the guidelines provided by the FWS Service Manual Part 445 FW 3	FWS Service Manual Part 445 FW 3
485	Performance	The collection, packaging, and shipment of evidence to the Clark R. Bavin National Fish and Wildlife Forensics Laboratory (Lab) in Ashland, Oregon, shall comply with guidance provided by the FWS Service Manual Part 448 FW 1	FWS Service Manual Part 448 FW 1
486	Performance	The packaging and shipment of eagles to the National Eagle Repository in Commerce City, Colorado, shall comply guidance provided by the FWS Service Manual Part 448 FW 2	FWS Service Manual Part 448 FW 2
494	Performance	The provision of investigative and LE information to external groups shall be compliant with the policies and procedures outlined in the FWS Service Manual Part 454 FW 1	FWS Service Manual Part 454 FW 1
162	Business	LEMIS shall have the ability to create, review, update and delete Cases	LEMIS Gap Analysis_FWSOLE.v2.0.doc
169	Business	A LEMIS case shall have the ability to perform a special funds tracking function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
179	Business	A LEMIS case shall have the ability to implement Multicase Linking Options	LEMIS Gap Analysis_FWSOLE.v2.0.doc
180	Business	A LEMIS case shall interact with the Undercover Business/Proprietorship Accounting Module and allow for financial management of funds	LEMIS Gap Analysis_FWSOLE.v2.0.doc
181	Business	LEMIS shall perform case lead management capabilities	LEMIS Gap Analysis_FWSOLE.v2.0.doc
182	Business	LEMIS shall have the ability to create, update and manage Case Reports	LEMIS Gap Analysis_FWSOLE.v2.0.doc
195	Business	A LEMIS case report shall generate an eROI Online Web-based Report	LEMIS Gap Analysis_FWSOLE.v2.0.doc
198	Business	A LEMIS case report shall perform an electronic report approval process based on Report Distribution List	LEMIS Gap Analysis_FWSOLE.v2.0.doc
199	Business	A LEMIS case report shall perform a dynamic internal report distribution and approval function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
200	Business	A LEMIS case report shall perform a dynamic external report distribution function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
343	Business	A LEMIS Case Report shall be able to create and edit a CVB approved Violation Notice linked to a specific report of investigation	LEMIS FRD OLE v1.2.doc
377	Business	LEMIS Cooperating Private Individuals module shall track and manage information from the service control or information relative to an investigation	LEMIS FRD OLE v1.2.doc



Associated Requirements			
ReqID	Type	Requirement	Source
383	Business	LEMIS SuperCase shall retain its own access control and report distribution structure	LEMIS FRD OLE v1.2.doc
388	Business	LEMIS Intelligence subsystem shall collect and maintain criminal intelligence information concerning an individual or organization	LEMIS FRD OLE v1.2.doc
406	Business	LEMIS Intelligence subsystem shall allow the FWS/OLE Intelligence Unit to formally disseminate Intelligence records according to applicable restrictions that apply	LEMIS FRD OLE v1.2.doc
410	Business	LEMIS Declarations shall allow for manual data entry with core elements captured on FWS Form 3-177: U.S. Fish and Wildlife Service Declaration for the Importation or Exportation of Fish or Wildlife	LEMIS FRD OLE v1.2.doc
416	Business	LEMIS Declarations subsystem shall have the ability to search species through the module	LEMIS FRD OLE v1.2.doc
419	Business	LEMIS Declaration Data Transfer module captures and manages information regarding the physical shipment of Form 3-177 document packages from FWS ports of entry to central processing	LEMIS FRD OLE v1.2.doc
430	Business	LEMIS eDec shall provide a species search tool to assist the user in looking up scientific name information (genus, species, subspecies, specific common name, generic common name)	LEMIS FRD OLE v1.2.doc
431	Business	LEMIS eDec shall have the ability to link to a PDF version of Form 3-177 that allows the filer to submit a hardcopy Declaration	LEMIS FRD OLE v1.2.doc
455	Business	LEMIS Investigation system shall track and manage forensic analysis results via the Examination Request Form	LEMIS FRD OLE v1.2.doc
473	Business	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1	FWS Service Manual Part 446 FW 1
480	Business	LE Officers submit a 3-177 Form (Declaration for Importation or Exportation of Fish or Wildlife) to be entered into LEMIS, once a shipment has passed inspection	LEMIS FRD OLE v1.2.doc
481	Business	When Service officers refuse clearance of a shipment or part of a shipment, they must enter the data from Form 3-177 and investigation data into LEMIS	LEMIS FRD OLE v1.2.doc
487	Business	The case officer must submit the first ROI to his/her immediate supervisor within 30 calendar days of obtaining a LEMIS INV number, unless directed otherwise by his/her supervisor	FWS Service Manual Part 449 FW 1, 1.5 (B) (authority obtained from Lacey Act)
493	Business	LE Officers assisting in an investigation where another agency prosecutes the violation must document charges in the LEMIS Investigative Subsystem by obtaining an INV number and updating the case the status accordingly (e.g. "SP" for State Prosecution, "R	FWS Service Manual Part 449 FW 1, 1.5
497	Business	If an officer determines that the intelligence is an allegation of a specific violation of Federal wildlife law(s) or regulation(s) that should be disseminated to a specific Region or office, the officer must select "Yes" in the COV (complaint of violation)	FWS Service Manual Part 449 FW 1, 1.11 C (3) LEMIS Intel Subsystem
498	Business	A LE Officer must obtain a LEMIS-generated INV number within 15 calendar days of initiating an investigation, unless directed otherwise by his/her supervisor	FWS Service Manual Part 449 FW 1, 1.5 (A) (authority obtained from Lacey Act)
539	Business	LEMIS system shall maintain current list of regulations associated with possible offenses / classifications (regulations)	Interview
163	Data	A LEMIS case shall contain a Case Number	LEMIS Gap Analysis_FWSOLE.v2.0.doc
164	Data	A LEMIS case shall contain a Title	LEMIS Gap Analysis_FWSOLE.v2.0.doc



Associated Requirements			
ReqID	Type	Requirement	Source
165	Data	A LEMIS case shall contain a Priority Level	LEMIS Gap Analysis_FWSOLE.v2.0.doc
167	Data	A LEMIS case shall contain case officer information	LEMIS Gap Analysis_FWSOLE.v2.0.doc
168	Data	A LEMIS case shall contain a case distribution list	LEMIS Gap Analysis_FWSOLE.v2.0.doc
170	Data	A LEMIS case shall have the ability to link to cooperating private individuals	LEMIS Gap Analysis_FWSOLE.v2.0.doc
171	Data	A LEMIS case shall have the ability to perform Sale-Bust even tracking function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
172	Data	A LEMIS case shall have the ability to perform employment proceeds tracking function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
173	Data	A LEMIS case shall have the ability to perform native American prosecution request tracking function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
174	Data	A LEMIS case shall have the ability to perform a covert action request tracking function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
175	Data	A LEMIS case shall have the ability to perform a mail cover status tracking function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
176	Data	A LEMIS case shall have the ability to perform a pen register status tracking function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
177	Data	A LEMIS case shall contain an administrative update option	LEMIS Gap Analysis_FWSOLE.v2.0.doc
183	Data	A LEMIS case report shall contain a case number	LEMIS Gap Analysis_FWSOLE.v2.0.doc
184	Data	A LEMIS case report shall contain a date	LEMIS Gap Analysis_FWSOLE.v2.0.doc
185	Data	A LEMIS case report shall contain an act covered	LEMIS Gap Analysis_FWSOLE.v2.0.doc
186	Data	A LEMIS case report shall contain a report status	LEMIS Gap Analysis_FWSOLE.v2.0.doc
187	Data	LEMIS case report shall contain a region covered	LEMIS Gap Analysis_FWSOLE.v2.0.doc
188	Data	A LEMIS case report shall contain a reporting officer	LEMIS Gap Analysis_FWSOLE.v2.0.doc
189	Data	A LEMIS case report shall contain Investigative hours by OLE and Non-OLE Personnel	LEMIS Gap Analysis_FWSOLE.v2.0.doc
190	Data	A LEMIS case report shall contain International coverage	LEMIS Gap Analysis_FWSOLE.v2.0.doc
191	Data	A LEMIS case report shall contain a link to subjects and/or businesses under Investigation	LEMIS Gap Analysis_FWSOLE.v2.0.doc
192	Data	A LEMIS case report shall contain subject or business information	LEMIS Gap Analysis_FWSOLE.v2.0.doc
193	Data	A LEMIS case report shall contain a report synopsis	LEMIS Gap Analysis_FWSOLE.v2.0.doc
204	Data	A LEMIS violation shall contain a charged or pre-charged settlement indicator	LEMIS FRD OLE v1.2.doc
205	Data	A LEMIS violation shall contain an act a code and violation information specific to wildlife investigation and inspection activities	LEMIS FRD OLE v1.2.doc
206	Data	A LEMIS violation shall contain a violation code using sequential violation numbers	LEMIS FRD OLE v1.2.doc
207	Data	A LEMIS violation shall contain NIBRS Arrest Type A and B Segments	LEMIS FRD OLE v1.2.doc



Associated Requirements				
ReqID	Type	Requirement	Source	
208	Data	A LEMIS violation shall contain geospatial latitude and longitude identifiers	LEMIS FRD OLE v1.2.doc	
209	Data	A LEMIS violation shall contain a port of entry	LEMIS FRD OLE v1.2.doc	
210	Data	A LEMIS violation shall be able to link to species information	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
210	Data	A LEMIS violation shall be able to link to species information	LEMIS FRD OLE v1.2.doc	
214	Data	A LEMIS violation shall have the ability to link subjects and/or business information including; license/permit data, a rap sheet, other LID associations found in LEMIS, business name, business location, business type, alert flag / remarks, DBA, Le	LEMIS FRD OLE v1.2.doc	
215	Data	A LEMIS violation shall contain violation remarks	LEMIS FRD OLE v1.2.doc	
217	Data	A LEMIS violation shall have an adjudication date	LEMIS FRD OLE v1.2.doc	
218	Data	A LEMIS violation shall have the ability to include a criminal adjudication	LEMIS FRD OLE v1.2.doc	
219	Data	A LEMIS violation shall have the ability to include a civil adjudication	LEMIS FRD OLE v1.2.doc	
220	Data	A LEMIS violation shall have the ability to include a other adjudications	LEMIS FRD OLE v1.2.doc	
221	Data	A LEMIS violation shall have the ability to include an adjudication summary resource impact	LEMIS FRD OLE v1.2.doc	
235	Data	A LEMIS Case shall track OLE Strategic Plan element of one of the following: of Commercial, Non Commercial, Industrial Classification	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
236	Data	A LEMIS Case shall track OLE Strategic Plan element of either Native or Foreign Species	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
237	Data	A LEMIS Case shall have the ability to link to OLE Strategic Plan element of LEMIS Intelligence Record	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
238	Data	A LEMIS Case shall track OLE Strategic Plan element of Forensic Lab Support	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
239	Data	A LEMIS Case shall track OLE Strategic Plan element of Joint Investigation	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
240	Data	A LEMIS Case shall track OLE Strategic Plan element of either declared or undeclared shipment indicator	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
241	Data	A LEMIS Case shall track OLE Strategic Plan element of a sentencing value	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
242	Data	A LEMIS Case shall track OLE Strategic Plan element of the resource impact	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
244	Data	A LEMIS violation shall be able to link to species information of Genus	LEMIS FRD OLE v1.2.doc	
245	Data	A LEMIS violation shall be able to link to species information of Species	LEMIS FRD OLE v1.2.doc	
246	Data	A LEMIS violation shall be able to link to species information of Subspecies	LEMIS FRD OLE v1.2.doc	
247	Data	A LEMIS violation shall be able to link to species information of Specific Common Name	LEMIS FRD OLE v1.2.doc	
248	Data	A LEMIS violation shall be able to link to species information of Generic Common Name	LEMIS FRD OLE v1.2.doc	
249	Data	A LEMIS violation shall be able to link to species information of Class	LEMIS FRD OLE v1.2.docLEMIS FRD OLE v1.2.doc	
250	Data	A LEMIS violation shall be able to link to species information of Order	LEMIS FRD OLE v1.2.doc	
251	Data	A LEMIS violation shall be able to link to species information of Family	LEMIS FRD OLE v1.2.doc	
252	Data	A LEMIS violation shall be able to link to species information of USFWS Species Code	LEMIS FRD OLE v1.2.doc	



Associated Requirements			
ReqID	Type	Requirement	Source
253	Data	A LEMIS violation shall have the ability to include a criminal adjudication of monetary penalties	LEMIS FRD OLE v1.2.doc
254	Data	A LEMIS violation shall have the ability to include a criminal adjudication of sentencing	LEMIS FRD OLE v1.2.doc
255	Data	A LEMIS violation shall have the ability to include a criminal adjudication of suspension/revocation of hunting/guiding privileges	LEMIS FRD OLE v1.2.doc
257	Data	A LEMIS violation shall have the ability to include a civil adjudication of negotiated other payments	LEMIS FRD OLE v1.2.doc
258	Data	A LEMIS violation shall have the ability to include a civil adjudication of negotiated agreement	LEMIS FRD OLE v1.2.doc
259	Data	A LEMIS violation shall have the ability to include a civil adjudication of civil penalty assessments	LEMIS FRD OLE v1.2.doc
344	Data	A LEMIS Case Report shall be able to implement a refused clearance addendum	LEMIS FRD OLE v1.2.doc
344	Data	A LEMIS Case Report shall be able to implement a refused clearance addendum	LEMIS FRD OLE v1.2.doc
378	Data	LEMIS CPI module shall contain results of background checks	LEMIS FRD OLE v1.2.doc
379	Data	LEMIS CPI module shall contain identifying information	LEMIS FRD OLE v1.2.doc
380	Data	LEMIS CPI module shall contain uploaded agreements and other relevant documents	LEMIS FRD OLE v1.2.doc
382	Data	LEMIS SuperCase shall have the ability to link multiple cases under one overarching case	LEMIS FRD OLE v1.2.doc
382	Data	LEMIS SuperCase shall have the ability to link multiple cases under one overarching case	LEMIS FRD OLE v1.2.doc
384	Data	LEMIS SuperCase shall allow for expansion beyond traditional districts and OLE regions	LEMIS FRD OLE v1.2.doc
384	Data	LEMIS SuperCase shall allow for expansion beyond traditional districts and OLE regions	LEMIS FRD OLE v1.2.doc
389	Data	LEMIS Intelligence subsystem shall contain a Full name	LEMIS FRD OLE v1.2.doc
389	Data	LEMIS Intelligence subsystem shall contain a Full name	LEMIS FRD OLE v1.2.doc
390	Data	LEMIS Intelligence subsystem shall contain an address	LEMIS FRD OLE v1.2.doc
391	Data	LEMIS Intelligence subsystem shall contain an Alias(es)	LEMIS FRD OLE v1.2.doc
392	Data	LEMIS Intelligence subsystem shall contain a Date of Birth	LEMIS FRD OLE v1.2.doc
393	Data	LEMIS Intelligence subsystem shall contain a citizenship	LEMIS FRD OLE v1.2.doc
394	Data	LEMIS Intelligence subsystem shall contain a social security number	LEMIS FRD OLE v1.2.doc
395	Data	LEMIS Intelligence subsystem shall contain a driver's license number and or any other identifying numbers	LEMIS FRD OLE v1.2.doc
396	Data	LEMIS Intelligence subsystem shall contain a physical description	LEMIS FRD OLE v1.2.doc
397	Data	LEMIS Intelligence subsystem shall contain a violence potential indicator	LEMIS FRD OLE v1.2.doc
398	Data	LEMIS Intelligence subsystem shall contain a LEMIS identification number (LID) from investigative subsystem	LEMIS FRD OLE v1.2.doc
399	Data	LEMIS Intelligence subsystem shall contain any criminal activates and/or offenses as well as criminal associates	LEMIS FRD OLE v1.2.doc
400	Data	LEMIS Intelligence subsystem shall contain a Modus Operandi	LEMIS FRD OLE v1.2.doc
401	Data	LEMIS Intelligence subsystem shall allow for the collection of non-criminal information when there is an existing relationship to an existing criminal suspect record	LEMIS FRD OLE v1.2.doc
402	Data	LEMIS Intelligence subsystem shall contain source reliability factors (reliable, usually reliable, and unknown)	LEMIS FRD OLE v1.2.doc
403	Data	LEMIS Intelligence subsystem shall contain information validity (confirmed, probably true, possible true, cannot be judged)	LEMIS FRD OLE v1.2.doc



Associated Requirements					
ReqID	Type	Requirement	Source		
404	Data	LEMIS Intelligence subsystem pertaining to wildlife shall contain a Wildlife- related Act	LEMIS FRD OLE v1.2.doc		
405	Data	LEMIS Intelligence subsystem pertaining to wildlife shall contain the specific species involved	LEMIS FRD OLE v1.2.doc		
412	Data	LEMIS Declarations subsystem shall contain daily data entry reports	LEMIS FRD OLE v1.2.doc		
413	Data	LEMIS Declarations subsystem shall contain daily and weekly summary reports	LEMIS FRD OLE v1.2.doc		
414	Data	LEMIS Declarations subsystem shall contain inventory reports used to stage and box completed files	LEMIS FRD OLE v1.2.doc		
415	Data	LEMIS Declarations subsystem shall contain Quality Assurance tools designed around peer and supervisor review	LEMIS FRD OLE v1.2.doc		
420	Data	LEMIS Dec Data Transfer module shall contain a box number	LEMIS FRD OLE v1.2.doc		
421	Data	LEMIS Dec Data Transfer module shall contain the date shipped	LEMIS FRD OLE v1.2.doc		
422	Data	LEMIS Dec Data Transfer module shall contain a tracking number	LEMIS FRD OLE v1.2.doc		
423	Data	LEMIS Dec Data Transfer module shall contain the quantity shipped	LEMIS FRD OLE v1.2.doc		
424	Data	LEMIS Dec Data Transfer module shall contain the date received	LEMIS FRD OLE v1.2.doc		
425	Data	LEMIS Dec Data Transfer module shall contain the date processed	LEMIS FRD OLE v1.2.doc		
427	Data	LEMIS Dec Data Transfer module shall contain a the status of the shipment	LEMIS FRD OLE v1.2.doc		
432	Data	LEMIS eDec shall link to FWS License information	LEMIS FRD OLE v1.2.doc		
433	Data	LEMIS eDec shall contain information relative to the ACS Broker Interface	LEMIS FRD OLE v1.2.doc		
434	Data	LEMIS eDec account interface shall contain fields necessary for both brokers and importers/exporters of wildlife	LEMIS FRD OLE v1.2.doc		
435	Data	LEMIS eDec account interface shall contain a field for a FWS License number (if applicable)	LEMIS FRD OLE v1.2.doc		
436	Data	LEMIS eDec account interface shall contain a Business Name	LEMIS FRD OLE v1.2.doc		
437	Data	LEMIS eDec account interface shall contain a Contact name	LEMIS FRD OLE v1.2.doc		
438	Data	LEMIS eDec account interface shall contain contact information	LEMIS FRD OLE v1.2.doc		
476	Data	A report shall contain an alphanumeric identifier	FWS Service Manual Part 281 FW 1, Section 1.4 (A)		
#N/A	Service	LEMIS Bird Fatality Module shall be outward facing to the public to allow utility companies to file reports in observance of fatal bird accidents	LEMIS FRD OLE v1.2.doc		
194	Service	A LEMIS case report shall have the ability to uploaded/linked MS Word-based Reports of Investigation (ROI)	LEMIS Gap Analysis_FWSOLE.v2.0.doc		
196	Service	A LEMIS case report shall have the ability to upload/link scanned report attachments	LEMIS Gap Analysis_FWSOLE.v2.0.doc		
197	Service	A LEMIS case report shall have the ability to upload/link MS Word-based Officer Administrative Page	LEMIS Gap Analysis_FWSOLE.v2.0.doc		
231	Service	A LEMIS property shall have the ability to link to Declaration (SF 3-177 – LEMIS Declarations system) to the Property Module where all associated species records are to be flagged as property records	LEMIS FRD OLE v1.2.doc		
356	Service	LEMIS violation Notice sub-module shall allow FWS officers to capture all relative incident information within the context of a CVB-approved (Form 3-29) United States District Court Violation Notice format and has the ability to link to LEMIS LID system t	LEMIS FRD OLE v1.2.doc		
381	Service	The LEMIS CPI module shall have strictly controlled access to ensure safety of USFWS officers	LEMIS FRD OLE v1.2.doc		
408	Service	LEMIS Intelligence subsystem shall have the ability to search directly from the LEMIS Investigations LID and Declarations database	LEMIS FRD OLE v1.2.doc		



Associated Requirements			
ReqID	Type	Requirement	Source
411	Service	LEMIS Declarations relies on permit license information obtained weekly from the FWS Service Permits Issuance Tracking System (SPITS)	LEMIS FRD OLE v1.2.doc
429	Service	LEMIS eDec shall provide a link to the FWS/OLE home page and allow users to manage their own accounts	LEMIS FRD OLE v1.2.doc
444	Service	LEMIS Declarations/Electronic Declarations Wildlife Inspector Interface shall allow the inspector to view all pending shipments at his/her port	LEMIS FRD OLE v1.2.doc
449	Service	LEMIS Declaration to LEMIS Property module shall electronically tie without additional data entry all wildlife-related property between the Electronic Declarations system, the Declarations system, and the relative LEMIS Investigative case and report	LEMIS FRD OLE v1.2.doc
453	Service	LEMIS system shall maintain a current up-to-date list of regulations associated with possible violations	Interview
456	Service	LEMIS Case Management system shall include data fields which allow a case officer to open UCBooks for any case which its use has been approved by the OLE Chief.	LEMIS FRD OLE v1.2.doc
461	Service	Criminal Intelligence information is provided and or received via an intelligence report	Interview
490	Service	The LEMIS Case Administrative Update Module generates and approves ROIs when no investigative activity occurs and the investigation is pending for circumstances outside the case officer's control	FWS Service Manual Part 449 FW 1, 1.5
491	Service	Officers must use the LEMIS-generated FWS Form 3-332 (Record of Information that May Become Testimony) to document and describe an interview, surveillance, or other similar activity	FWS Service Manual Part 449 FW 1, 1.5
492	Service	The Special Agent in Charge (SAC) of each region establishes the sequence for LEMIS approval based on the needs of his/her Region. The SAC must ensure accuracy, completeness, and timelines of Reports of Investigation (ROIs). Each designated approver must	FWS Service Manual Part 449 FW 1, 1.5
499	Service	LEMIS Bird Fatality Management shall interface with the LEMIS investigation module	Interview

TABLE 1: LEMIS CASE DATA CONTEXT DIAGRAM

## Related Business Processes

The LEMIS Case data theme consists of seven distinct business processes, as described in Table 2: LEMIS Case Business Processes, below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LEOs to conduct investigation and perform their duties. This process also includes the activities performed in the LEMIS system, such as creating a new case, linking relevant evidence to an investigation, and handling other processes related to case management. An investigation may have a one-to-one or one-to-many relationship with a case.	Create
Case Management	This business process allows a LEO to create a new LEMIS Case. To do so, the LEO selects to create a case and enters specific case identification information, including a Case Title, a Case Priority, and Strategic Planning Elements. From this case, a LEO can then either create additional related data themes or search for existing data theme instances related to the case (e.g. Property Items, Officers, Criminal Intelligence Information, etc.).	Create
Issue Violation	During the creation of a Violation, if the Inspector identifies the need for further investigation, the system will create a case based on the information entered in the violation issued. Once created, the inspector can add additional related data themes	Create



Manage Case Related Property	(e.g. property items, Officers, etc.) to the case as per the normal creation process. This business process allows Officers to manage and track property associated with the investigation of an incident or case, including evidence or under-cover inventories.	Review
Declarations Management	Process of tracking, inspecting, rejecting, and clearing wildlife shipments. If a Wildlife Inspector refuses the importation or exportation of a wildlife shipment, the Inspector will create a case in LEMIS to manage the incident.	Create
Bird Fatality Incident Management	This business process allows LEO to manage, track, and investigate bird fatality reports that are received by FWS. Special Agents then process the information and take any necessary actions.	Create
Strategic Planning	LEMIS collects data to support the Agency's Strategic Plan, including case priority level, intelligence record, forensic lab support, joint investigation, etc. This data is linked directly to the Strategic Plan and information regarding OLE's Performance metrics.	Review

**TABLE 2: LEMIS CASE BUSINESS PROCESSES**

In order to create, manage, and review a case, the LEMIS system follows specific business processes that allow users to perform case management activities related to an investigation. To start the process, a LEO creates a new case by selecting "create a case" in the system. A case can be created from an investigation, the issuance of a violation, the report of a bird fatality incident, or as the result of a Wildlife Inspector creating a case from a Declaration. Regardless of how a case is initiated, the LEO enters specific case information (e.g., case title, case priority, strategic planning elements, etc.) and then have the option to enter related information, such as property items, intelligence data, Officers, violations, or search for existing data that links to the new case. A case may involve one or more incidents. If a case is created by the issuance of a violation, the process is triggered by an inspector's determination that additional investigation is required. In such instances, the inspector enters the related data leveraging the same processes available to a LEO. If multiple cases are related to one another, a SuperCase can be created as a "master case" or "master file." The process for creating a SuperCase is the same as creating a regular case, with the exception that SuperCases are composed of several related cases.

Once a case has been populated in its entirety, the LEO triggers workflows to request that a Supervisor review the information entered into a case for accuracy and consistency. If other Officers are identified either in the case distribution list, or as a data theme, those Officers can also review the case information and its related data themes (e.g., criminal intelligence, property, etc.). After data related to a case is entered into the system, users can create case reports to view a summary of a specific case's data. Other business processes that review case data include Declarations Management, to ensure shipments are not associated with an existing case, and the OLE Strategic Plan, which reviews LEMIS data in support of the overall office's mission and goals.

### Related Services

The LEMIS Case is one of the master data elements and key to much of the functionality of the LEMIS system. As such, there are numerous services and LEMIS Modules that are involved in case management and processing. The different modules include:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Investigation (LEMIS subsystem)	Producer	The LEMIS Investigation Subsystem is the primary creator of LEMIS Case information. This is the service that implements the Case Creation business processes listed in the business processes section above.	Direct Data Query



LEMIS Intelligence (LEMIS subsystem)	Consumer	The LEMIS Intelligence subsystem consumes case information by providing linkages between the incoming Intelligence information and the cases currently in existence under LEMIS.	Direct Data Query
LEMIS UCBooks (LEMIS subsystem)	Consumer	The LEMIS UCBooks module links the undercover bookkeeping information related to clandestine business operations to the cases that the undercover business targets.	Direct Data Query
LEMIS Cooperating Private Individual Module (LEMIS subsystem)	Consumer	The LEMIS Cooperating Private Individual Module uses existing case information to link active cases to specific individual identified as persons who are aiding the FWS in the investigation of a specific case.	Direct Data Query
LEMIS SuperCase Module (LEMIS subsystem)	Both	The LEMIS SuperCase Module uses LEMIS Case information in two manners. First, it allows for the identification of specific cases that should be linked, either materially or in subject matter and creates a new case (a SuperCase) that contains those individually identified cases. Second, can be used to create an empty SuperCase to which cases can be added. The SuperCase created is functionally and data equivalent to a normal case.	Direct Data Query
LEMIS LID (LEMIS subsystem)	Consumer	The LEMIS LID subsystem allows Officers to quickly search the LID database for information to link to a subject/business to a case.	Direct Data Query

TABLE 3: LEMIS CASE SERVICES

The LEMIS Case is created by the LEMIS Investigation subsystem. As the producer of the data that leads to the creation of a case, the Investigation subsystem implements a majority of the business processes identified in the previous section (i.e., the processes supporting case creation, case reporting, case review, etc.). This subsystem also allows LEOs to track and process cases and related data, such as subjects, property, forensics, and other information. An investigation can be assisted by intelligence information gathered by LEOs (see the Criminal Intelligence Information data theme for additional detail regarding intelligence). As a result, LEMIS links investigation information to intelligence information to ensure additional data gathered by Officers is associated with the correct case.

Certain investigations may require that an undercover operation be established to assist with the handling of a case. When such operations are required, a case must be able to link to the LEMIS UCBooks subsystem in order to manage and track information related to clandestine business operations that represent the targets of the undercover business. Moreover, cases may enlist the help of cooperating private individuals (i.e., specific individuals identified as persons who are aiding the FWS in the investigation of a specific incident or case). To manage and track information related to CPIs, LEMIS cases possess a linkage to the Cooperating Private Individuals subsystem. Officers can also perform searches in the LEMIS LID module to link information about a subject/business to a specific case.

Lastly, the LEMIS SuperCase module identifies specific cases that should be connected either materially or based on the subject matter of investigations and creates an “umbrella” case. SuperCases allow Officers and supervisors to manage interconnected cases in an efficient manner.

### Related Performance Requirements

The business, data, and service requirements for LEMIS case information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
All Relevant FWS Policies and	Internal	Includes all relevant FWS policies, regulations, and guidance applicable to the Service's LE operations, staff, and systems.



Regulations		
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the protection of Endangered Species
16 USC Chapter 53 (Lacey Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the illegal taking of Fish and Wildlife
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to the Eagle Protection Act.
FBI's Uniform Crime Reporting Handbook	External	A Federal Bureau of Investigation (FBI) Program to collect, publish, and archive reliable, uniform crime statistics for the nation
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 4: LEMIS CASE PERFORMANCE REQUIREMENTS**

The management of cases in LEMIS follows all relevant FWS policies and regulations, as well as specific guidance based on the Endangered Species, the Lacey Act, 50 CFR, 16 USC Chapter 5 (a), the FBI's UCR and NIBRS programs, and the Service Manual. These acts, policies, and regulations give the FWS the authority to create, manage, and pursue an investigation while describing the rules and requirements that all FWS personnel must comply with to perform their duties.

## Officer

### Description

A FWS LEMIS Officer is any Service special agent or wildlife inspector who has the authority to enforce Service statutes, regulations, and policies via delegated authority. Officers must comply with all regulations and rules applicable to Federal employees, as well as follow all policies and guidelines issued by the Service. LEMIS Officers perform duties to prevent threats to wildlife resources, such as illegal trade, unlawful commercialization of wildlife, habitat destruction, or environmental contamination. The Officer data theme consists of all relevant Officer metadata (e.g., duty station, equipment, certifications) as well as the associated cases and workflows they are a part of. The LEMIS Officer data theme is associated with the following data themes:

- LEMIS Case – A LEMIS Officer is responsible for initiating a case based on an investigation, a violation, or the report of a bird fatality.
- LEMIS OLE Training Program – All FWS LE Officers must undergo mandatory training at the time of hiring, as well as comply with minimum training requirements on a yearly basis.
- LEMIS Performance Measure Input – A LE Officer must create and manage cases in accordance to the OLE strategic plan, which is supported by the Performance Measures in LEMIS.

### Data Context



The LEMIS Officer data context diagram indicates that there are four business processes supporting the management of an Officer's information. The primary business process is Staff Management, which manages all data related to an Officer's workflows, training, medical exams, approval authority, staff property, etc. Secondly, On the Job Process represents the duties and activities a LE Officer can participate in. Third, the Training Tracking Process manages and administers all training courses required of FWS Officers. Lastly, the LE Asset Management process tracks property issued to Officers. The key elements for the LEMIS Officer data theme include the Officer's Name and the Badge ID number. There are seven subsystems within LEMIS that support the management of Officer-related data, as described in the Related Services section below. The requirements associated with the LEMIS Officer data theme, along with the specific requirement and respective document source, are provided in the data context diagram.

Performance [Mission Requirements] Perspective				
		Related Enactment		
		All Relevant FWS Policies and Regulations		
		50 CFR Wildlife and Fisheries		
		28 CFR Criminal Intelligence System Operating Policy		
		44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems		
		Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]		
		FWS Service Manual		
Business [Process] Perspective				
	Process Name	CRUD Function	Actors	BRM Mapping
	On the Job Process	Review	5, 7, 9, 10	9, 10, 11, 12, 13, 15, 16, 17, 22, 26, 37, 45, 53, 72
	LE Asset Management	Review	9, 10, 17, 27, 44	22, 37, 64
	Training Tracking Process	Review	7, 9, 10, 56	27, 28
	Staff Management Process	Create	6	27, 28, 33
Data [Business] Perspective				
		Data Theme:	LEMIS Officer	
		Data Subject Area:	Officer	
		Description:	FWS OLE Officers	
		Related Themes:	LEMIS Case, LEMIS OLE Training Programs, LEMIS Performance Measure Input	
		Key Elements:	Name, Badge ID	
		Data Owners:	LEMIS Zone LE Officer	
			LEMIS Case Officer	
			LEMIS Regional LE Officer	
			Field Training Officer	
			LEMIS Special Agents	
			Chief LE Officer	
			Wildlife Inspector (LEMIS user)	
Service [Applications] Perspective				
	System Name	Data Role	Managing Org	Interoperability Format
	LEMIS	Both	FWS OLE	Direct Data Query
	LEMIS Travel Reporting (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
	LEMIS LETTS (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
	LEMIS Access Control (LEMIS subsystem)	Producer	FWS OLE	Direct Data Query
	LEMIS AMS (LEMIS subsystem)	Producer	FWS OLE	Direct Data Query



LEMIS WI-FTEP (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
LEMIS Coordinator (LEMIS subsystem)			Direct Data Query
LEMIS Property Tracking module (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
LEMIS SA-FTEP (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)
144	Performance	The Department of Interior shall provide state-of-the-art management, protection, and interpretation of and research on the resources of the National Park System through LE, training programs, etc.	16 USC Chapter 79 - National Park Service Management
147	Performance	The Department of Interior shall enforce any laws and regulations pertaining to the act of assaulting, resisting, or impeding to any officers as well as the general public	18 USC Chapter 7 - Assault
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]
467	Performance	Payment of funds to individuals with information or evidence concerning violations of law administered by FWS in excess of \$1,000 per individual shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (2)
468	Performance	Payment of funds to individuals with confidential, miscellaneous, or emergency purchases for LE activities in excess of \$1,000 shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (3)
469	Performance	All training of FWS LE personnel, including special agents, wildlife inspectors, and refuge officers, shall conform with policies and standards set forth in 446 DM (Departmental Manual) and FWS Service Manual Part 232 FW 2	FWS Service Manual Part 232 FW 2
470	Performance	The use of special funds by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 1	FWS Service Manual Part 450 FW 1
471	Performance	The payment of rewards by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 2	FWS Service Manual Part 450 FW 2
472	Performance	All FWS LE Officers shall comply with the policies for Service-issued firearms, as outlined in the FWS Service Manual Part 442 FW 1	Lacey Act Amendments (16 U.S.C. 3375(b)). 446 DM, Law Enforcement
474	Performance	The Use of Undercover Operations and/or Businesses by the Office of Law Enforcement shall comply with all policies and requirements outlined in the FWS Service Manual Part 447 FW 1 and 2	FWS Service Manual Part 447 FW 1 and 2
477	Performance	The FWS LE shall follow guidance contained within the Freedom of Information Act (FWS Service Manual Part 203) and the Privacy Act (FWS Service Manual Part 204)	FWS Service Manual Parts 203 and 204
478	Performance	Inspections of wildlife imports and exports must comply with the policies and procedures outlined in the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1 50 CFR Part 14
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1	FWS Service Manual Part 445 FW 1
483	Performance	FWS LE arrests and detentions must be conducted in accordance with guidance provide by the FWS Service Manual Part 445 FW 2	FWS Service Manual Part 445 FW 2
497	Performance	If an officer determines that the intelligence is an allegation of a specific violation of Federal wildlife law(s) or regulation(s) that should be disseminated to a specific Region or office, the officer must select "Yes" in the COV (complaint of violation	"FWS Service Manual Part 449 FW 1, 1.11 C (3) LEMIS Intel Subsystem"



Associated Requirements			
ReqID	Type	Requirement	Source
473	Business	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1	FWS Service Manual Part 446 FW 1
487	Business	The case officer must submit the first ROI to his/her immediate supervisor within 30 calendar days of obtaining a LEMIS INV number, unless directed otherwise by his/her supervisor	FWS Service Manual Part 449 FW 1, 1.5 (B) (authority obtained from Lacey Act)
489	Business	After the case officer submits the first ROI, he or she must electronically approve and submit to his/her immediate supervisor an updated ROI at least every 90 days	FWS Service Manual Part 449 FW 1, 1.5
493	Business	LE Officers assisting in an investigation where another agency prosecutes the violation must document charges in the LEMIS Investigative Subsystem by obtaining an INV number and updating the case the status accordingly (e.g. "SP" for State Prosecution, "R	FWS Service Manual Part 449 FW 1, 1.5
498	Business	A LE Officer must obtain a LEMIS-generated INV number within 15 calendar days of initiating an investigation, unless directed otherwise by his/her supervisor	FWS Service Manual Part 449 FW 1, 1.5 (A) (authority obtained from Lacey Act)
533	Business	Special Agents need to record their activities and timecards into the Activity Reporting module.	Interview
172	Data	A LEMIS case shall have the ability to perform employment proceeds tracking function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
177	Data	A LEMIS case shall contain an administrative update option	LEMIS Gap Analysis_FWSOLE.v2.0.doc
188	Data	A LEMIS case report shall contain a reporting officer	LEMIS Gap Analysis_FWSOLE.v2.0.doc
189	Data	A LEMIS case report shall contain Investigative hours by OLE and Non-OLE Personnel	LEMIS Gap Analysis_FWSOLE.v2.0.doc
534	Data	LEMIS Activity Module shall track hours worked by special agents.	Interview
535	Data	For each hour reported, the system shall record a USFWS/OLE specific activity category (e.g. ESA Investigation, CITES inspection, etc.)	Interview
491	Service	Officers must use the LEMIS-generated FWS Form 3-332 (Record of Information that May Become Testimony) to document and describe an interview, surveillance, or other similar activity	FWS Service Manual Part 449 FW 1, 1.5
492	Service	The Special Agent in Charge (SAC) of each region establishes the sequence for LEMIS approval based on the needs of his/her Region. The SAC must ensure accuracy, completeness, and timelines of Reports of Investigation (ROIs).	FWS Service Manual Part 449 FW 1, 1.5

TABLE 5: OFFICER DATA CONTEXT DIAGRAM

### Related Business Processes

The LEMIS Officer data theme consists of three primary business processes, as described in Table 6 below.

Process Name	Description	Data Functions
Staff Management	Process to manage information related to FWS OLE Officers, including workflows, training, medical exams, approval authority, staff property, etc.	Create
On the Job Process	This business process represents the duties a LE Officer can participate in.	Review
Training Tracking Process	This business process represents all functions and activities related to LE Officers' Training Programs, including the ability to create new courses, track attendance, score Officer Performance, and create accounts for new Officers.	Review
LE Asset Management	Process to manage LE assets, including firearms, vehicles, miscellaneous equipment, etc.	Review

TABLE 6: OFFICER RELATED BUSINESS PROCESSES

A LE Officer performs all duties and activities to uphold the laws, policies, principles and guidelines of FWS. These activities are managed and tracked by four primary business functions within the LEMIS



system. The Staff Management processes handle all HR-related data for LE Officers, including hiring and salary information, medical exams, approval authorities, delegation authority, etc. The duties and overall Performance of Officers is managed by the On the Job Process, ensuring conduct is in accordance with the policies and regulations outlines in the FWS Service Manual. The Training Tracking process documents and monitors all training requirements to ensure Officers are properly prepared for field duty and remain up-to-date with rules, regulations, techniques, and skills necessary to successfully perform their jobs. And finally, an Officer's property (e.g., firearm, badge, vehicle, equipment) is managed and tracked by the LE Asset Management business process.

### Related Services

The LEMIS system leverages several modules to manage the information related to an Officer. The primary systems for the Officer data theme are the LEMIS Administrative Management System (AMS) and Access Control Module, which perform staff management and role based access control functionalities, respectively. All property assigned to an Officer, including his firearm, vehicle, equipment, badge, are managed and tracked by the LEMIS Property Tracking Module, performing the LE asset management functionality described above. LEMIS ensures that Officers comply with training requirements by monitoring progress and Performance via the LETTS, WI-FTEP, and SA-FTEP subsystems. The Travel Reporting subsystem monitors all reports and information related to an Officer's on-duty travel.

The LEMIS Officer data theme links to the following subsystems:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Travel Reporting (LEMIS subsystem)	Consumer	The LEMIS Travel Reporting manages and tracks all data related to Officer travel.	Direct Data Query
LEMIS LETTS (LEMIS subsystem)	Consumer	Primary LEMIS module to track general Officer training information and requirements, including the Special Agent Basic School (SABS) and the Wildlife Inspector Basic School (WIBS). The module also tracks OLE in-service attendance and training, including smaller training components such as firearms, physical training, etc.	Direct Data Query
LEMIS WI-FTEP (LEMIS subsystem)	Consumer	Manages specific training courses and requirements for FWS LE Wildlife Inspectors.	Direct Data Query
LEMIS SA-FTEP (LEMIS subsystem)	Consumer	Manages specific training courses and requirements for FWS LE Special Agents.	Direct Data Query
LEMIS Access Control (LEMIS subsystem)	Producer	The LEMIS Access Control module manages restrictions and overall access to information, including distribution lists and access lists to ensure authorized access of data and sensitive information.	Direct Data Query
LEMIS AMS (LEMIS subsystem)	Producer	The LEMIS AMS performs functionalities related to staff management and Human Resources, including the ability to set targets, run projections and account for Salary Planning and Payroll.	Direct Data Query
LEMIS Property Tracking module (LEMIS subsystem)	Consumer	The LEMIS Property Tracking module manages LE property assets (e.g., firearms, vehicles, equipment, etc.).	Direct Data Query

**TABLE 7: OFFICER RELATED SERVICES**

### Related Performance Requirements



FWS LEOs must comply with, uphold, and stay current with, all the policies, procedures, rules, regulations, guidelines and guidance applicable to the Service. The primary Performance requirements related to the LEMIS Officer Data theme include:

Authority	Internal/External	Description
All Relevant FWS Policies and Regulations	Internal	Includes all relevant FWS policies, regulations, and guidance applicable to the Service's LE operations, staff, and systems.
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems	External	Defines the authority by which the FWS should function and conduct business by being certified and accredited in accordance with Office of Management and Budget Circular A-130
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
Fish and Wildlife Improvement Act of 1978	Internal	Authorizes the Secretaries of the Interior and Commerce to establish, conduct, and assist with national training programs for State fish and wildlife LE personnel
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 8: OFFICER RELATED PERFORMANCE REQUIREMENTS**

## LEMIS Property Item

### Description

The LEMIS Property Item data theme consists of the property collected, managed or maintained during LE activities. Property can be broken down into two categories within LEMIS: (1) Case-related property associated with the investigation of an incident (evidence), and (2) LE Assets including things such as: firearms, stations, vehicles, misc. equipment, etc.

In addition to Property Items, there are several wholly encapsulated data themes that are associated with Property Items data theme life cycle. These additional data themes include:

- LEMIS Officer – A FWS Officer has the ability to track and manage property related to a case (evidence) as well as the property he uses for daily on the job activities (vehicle, firearms, computers, etc.).
- LEMIS Case – A LEMIS Case can produce case related property (evidence).
- LEMIS Financial Transactions – LEMIS Property is tracked by Financial Transaction functionalities.
- LEMIS Wildlife Species – LEMIS Case Property can typically be associated with a wildlife species.
- Forensic Analysis – Any Case Property (evidence) can request for a Forensic Analysis to be conducted.



## Data Context

The Property Item data context diagram indicates that there are three business processes supporting management of Property Items. The key element associated with a Property Item is the property inventory number. As a data theme, Property Items are related to several other themes described in this section, including LEMIS Case, LEMIS Wildlife Species, LEMIS Forensic Analysis, LEMIS Financial Transactions, LEMIS Officer, and seven services. This section provides a complete description of the Property Item data theme, its Performance, business, and service perspectives, and the associated requirements.

Performance [Mission Requirements] Perspective				
	Related Enactment			
	16 USC Chapter 35 - Endangered Species (Endangered Species Act)			
	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)			
	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)			
	16 USC Chapter 5(b) - Wildlife Restoration			
	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)			
	18 USC Chapter 3 - Animals, Birds, Fish and Plants			
	Civil Asset Forfeiture Reform Act of 2000 (CAFRA)			
	18 USC Chapter 44 - Firearms			
	50 CFR Wildlife and Fisheries			
	FWS Service Manual			
Business [Process] Perspective				
Process Name	CRUD Function	Actors	BRM Mapping	
Manage Case-related Property	Review	7, 9, 10, 17, 44	9, 16, 17, 37, 45	
Case Management	Review	4, 5, 6, 7, 24, 36, 52, 53	11, 12, 17, 22, 23, 24, 28, 41	
LE Asset Management	Review	9, 10, 17, 27, 44	22, 37, 64	
Data [Business] Perspective				
	Data Theme:	LEMIS Property Item		
	Data Subject Area:	Real Property		
	Description:	Inspections of wildlife imports and exports must comply with the policies and procedures outlined in the FWS Service Manual Part 443		
	Related Themes:	LEMIS Officer, LEMIS Case, LEMIS Financial Transactions, LEMIS Wildlife Species, LEMIS Forensic Analysis		
	Key Elements:	Property Inventory Number		
	Data Owners:	FWS Office of LE		
Service [Applications] Perspective				
System Name	Data Role	Managing Org	Interoperability Format	
LEMIS	Both	FWS OLE	Direct Data Query	
LEMIS Investigation	Consumer	FWS OLE	Direct Data Query	
FBMS	Producer	DOI	Direct Data Query	
LEMIS Nat'l Eagle Repository	Consumer	FWS OLE	Direct Data Query	
LEMIS Declarations (LEMIS Subsystem)	Producer	FWS OLE	Direct Data Query	
LEMIS UCBooks (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query	
LEMIS eCAFRA (LEMIS subsvstem)	Consumer	FWS OLE	Direct Data Query	



LEMIS Property Tracking module (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
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Associated Requirements			
ReqID	Type	Requirement	Source
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)
134	Performance	DOI shall enforce laws dealing with fish and wildlife (including non-endangered species) including the import, export, possessions, sale, delivery, etc. of any fish or wildlife species governed by law	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)
135	Performance	The duties and powers of the Department of the Interior include the preservation, distribution, introduction, and restoration of game birds and other wild birds.	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)
136	Performance	After an investigation, the Interior shall determine that all evidences/property are compatible with the preservation of the bald/golden eagle to permit the taking, possession, and transportation of specimens thereof for the scientific / exhibition purpose	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)
141	Performance	The DOI shall support FWS by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
142	Performance	The DOI's duty is to protect and conserve marine mammals as well as their habitat through regulation and enforcement	16 USC Chapter 31 - Marine Mammal Protection (Marine Mammal Act)
145	Performance	DOI shall support the wildlife restoration act through research, aide and regulation in order to protect wildlife species	16 USC Chapter 5(b) - Wildlife Restoration
148	Performance	The DOI shall enforce laws in relation to the shipment or importation of injurious mammals, birds, fish, and reptiles as well any hunting , fishing, trapping causing disturbance or injury while on wildlife refuges	18 USC Chapter 3 - Animals, Birds, Fish and Plants
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	50 CFR Wildlife and Fisheries
155	Performance	The FWS shall preserve and maintain wildlife species (including plants, birds, endangered species) as well as their habitat	50 CFR Wildlife and Fisheries
275	Performance	The DOI shall promote the conservation of exotic birds by assisting conservation programs, limiting and or prohibiting imports of exotic birds, ensure trade is biologically sustainable, and supporting effective implementation of the Convention	16 USC Chapter 69 - Wild Exotic Bird Conservation (Wild Bird Conservation Act)
372	Performance	FWS' disposition of property shall comply with OLE Chief's Directive A-28: Disposal of Forfeited or Abandoned Wildlife and Plants	LEMIS FRD OLE v1.2.doc
409	Performance	The LEMIS Declarations subsystem and LEMIS Electronic Declarations system shall conform to all import/export regulations outlined in 50 CFR Part 14.4 stating that a service officer must clear all wildlife imported into the U.S. prior to release by Custom	LEMIS FRD OLE v1.2.doc
460	Performance	The Department of Interior shall determine that it is compatible with the preservation of the bald eagle or the golden eagle to permit the taking, possession, and transportation of specimens thereof for the scientific or exhibition purposes of public muse	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]



Associated Requirements			
ReqID	Type	Requirement	Source
472	Performance	All FWS LE Officers shall comply with the policies for Service-issued firearms, as outlined in the FWS Service Manual Part 442 FW 1	Lacey Act Amendments (16 U.S.C. 3375(b)). 446 DM, Law Enforcement.
478	Performance	Inspections of wildlife imports and exports must comply with the policies and procedures outlined in the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1 50 CFR Part 14
479	Performance	Documentation of Wildlife Imports and Exports must be authentic, valid, and consistent, and developed in accordance with the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1, 1.5
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1	FWS Service Manual Part 445 FW 1
484	Performance	The recognizing, preserving, recording, marking, tagging, and packaging of physical evidence shall comply with the guidelines provided by the FWS Service Manual Part 445 FW 3	FWS Service Manual Part 445 FW 3
484	Performance	The recognizing, preserving, recording, marking, tagging, and packaging of physical evidence shall comply with the guidelines provided by the FWS Service Manual Part 445 FW 3	FWS Service Manual Part 445 FW 3
485	Performance	The collection, packaging, and shipment of evidence to the Clark R. Bavin National Fish and Wildlife Forensics Laboratory (Lab) in Ashland, Oregon, shall comply with guidance provided by the FWS Service Manual Part 448 FW 1	FWS Service Manual Part 448 FW 1
486	Performance	The packaging and shipment of eagles to the National Eagle Repository in Commerce City, Colorado, shall comply guidance provided by the FWS Service Manual Part 448 FW 2	FWS Service Manual Part 448 FW 2
410	Business	LEMIS Declarations shall allow for manual data entry with core elements captured on FWS Form 3-177: U.S. Fish and Wildlife Service Declaration for the Importation or Exportation of Fish or Wildlife	LEMIS FRD OLE v1.2.doc
416	Business	LEMIS Declarations subsystem shall have the ability to search species through the module	LEMIS FRD OLE v1.2.doc
419	Business	LEMIS Declaration Data Transfer module captures and manages information regarding the physical shipment of Form 3-177 document packages from FWS ports of entry to central processing	LEMIS FRD OLE v1.2.doc
430	Business	LEMIS eDec shall provide a species search tool to assist the user in looking up scientific name information (genus, species, subspecies, specific common name, generic common name)	LEMIS FRD OLE v1.2.doc
431	Business	LEMIS eDec shall have the ability to links to a PDF version of Form 3-177 that allows the filer to submit a hardcopy Declaration	LEMIS FRD OLE v1.2.doc
480	Business	LE Officers submit a 3-177 Form (Declaration for Importation or Exportation of Fish or Wildlife) to be entered into LEMIS, once a shipment has passed inspection	FWS Service Manual Part 443 FW 1, 1.12
481	Business	When Service officers refuse clearance of a shipment or part of a shipment, they must enter the data from Form 3-177 and investigation data into LEMIS	FWS Service Manual Part 443 FW 1, 1.17
501	Business	LEMIS system shall be able to track and manage LE property	Interview
502	Business	LEMIS system shall be able to track and manage property items related to an incident.	Interview
503	Business	LEMIS system shall be able to link LE property to an Officer	Interview
504	Business	LEMIS system shall be able to link property items to an investigation	Interview
517	Business	The LEMIS system must track LEs assets (e.g. officer equipment).	Interview
223	Data	A LEMIS property shall contain a number associated with it (Property INV number)	LEMIS Gap Analysis_FWSOLE.v2.0.doc
224	Data	A LEMIS property shall contain a category associated with it	LEMIS Gap Analysis_FWSOLE.v2.0.doc
225	Data	A LEMIS property shall contain a property description for Non wildlife	LEMIS Gap Analysis_FWSOLE.v2.0.doc



Associated Requirements			
ReqID	Type	Requirement	Source
226	Data	A LEMIS property shall have a property description for wildlife when applicable	LEMIS Gap Analysis_FWSOLE.v2.0.doc
227	Data	A LEMIS property shall contain any property acquisition information that applies	LEMIS Gap Analysis_FWSOLE.v2.0.doc
228	Data	A LEMIS property shall have the ability to contain a property disposition	LEMIS Gap Analysis_FWSOLE.v2.0.doc
229	Data	A LEMIS property shall contain a retained case property management function	LEMIS Gap Analysis_FWSOLE.v2.0.doc
230	Data	A LEMIS property shall have the ability to link to subjects and/or businesses under investigation	LEMIS Gap Analysis_FWSOLE.v2.0.doc
233	Data	A LEMIS property shall have the ability to link to USFWS forensic lab requests and reports	LEMIS Gap Analysis_FWSOLE.v2.0.doc
260	Data	A LEMIS property shall have a property description for wildlife of Genus	LEMIS Gap Analysis_FWSOLE.v2.0.doc
261	Data	A LEMIS property shall have a property description for wildlife of Species	LEMIS Gap Analysis_FWSOLE.v2.0.doc
262	Data	A LEMIS property shall have a property description for wildlife of Subspecies	LEMIS Gap Analysis_FWSOLE.v2.0.doc
263	Data	A LEMIS property shall have a property description for wildlife of Specific Common Name	LEMIS Gap Analysis_FWSOLE.v2.0.doc
264	Data	A LEMIS property shall have a property description for wildlife of Generic Common Name	LEMIS Gap Analysis_FWSOLE.v2.0.doc
265	Data	A LEMIS property shall have a property description for wildlife of Class	LEMIS Gap Analysis_FWSOLE.v2.0.doc
266	Data	A LEMIS property shall have a property description for wildlife of Order	LEMIS Gap Analysis_FWSOLE.v2.0.doc
267	Data	A LEMIS property shall have a property description for wildlife of Family	LEMIS Gap Analysis_FWSOLE.v2.0.doc
268	Data	A LEMIS property shall have a property description for wildlife of USFWS Species Code	LEMIS Gap Analysis_FWSOLE.v2.0.doc
269	Data	A LEMIS property shall have a property description for wildlife of Wildlife description/Origin	LEMIS Gap Analysis_FWSOLE.v2.0.doc
270	Data	A LEMIS property shall contain property acquisition information of Quantity/Units	LEMIS Gap Analysis_FWSOLE.v2.0.doc
271	Data	A LEMIS property shall contain property acquisition information of Seizure Tag Number	LEMIS Gap Analysis_FWSOLE.v2.0.doc
272	Data	A LEMIS property shall contain property acquisition information of How Acquired	LEMIS Gap Analysis_FWSOLE.v2.0.doc
273	Data	A LEMIS property shall contain property acquisition information of Seizure Value/ Illegal Value	LEMIS Gap Analysis_FWSOLE.v2.0.doc
274	Data	A LEMIS property shall contain a property description for Non wildlife	LEMIS Gap Analysis_FWSOLE.v2.0.doc
353	Data	LEMIS UCBooks Business Ledger shall be able to track and search inventory by name	LEMIS FRD OLE v1.2.doc
354	Data	LEMIS UCBooks Business Ledger shall be able to track and search inventory by number cataloged date range	LEMIS FRD OLE v1.2.doc
368	Data	A LEMIS property disposition shall contain a disposition code	LEMIS FRD OLE v1.2.doc
369	Data	A LEMIS property disposition shall contain a disposition date	LEMIS FRD OLE v1.2.doc
370	Data	A LEMIS property disposition shall contain the quantity disposed of	LEMIS FRD OLE v1.2.doc
371	Data	A LEMIS property disposition shall contain any general comments	LEMIS FRD OLE v1.2.doc
374	Data	A LEMIS property for Non wildlife shall contain a description of the property make	LEMIS FRD OLE v1.2.doc
375	Data	A LEMIS property for Non wildlife shall contain a property serial number	LEMIS FRD OLE v1.2.doc
376	Data	A LEMIS property for Non wildlife shall contain a property model description	LEMIS FRD OLE v1.2.doc



Associated Requirements			
ReqID	Type	Requirement	Source
231	Service	A LEMIS property shall have the ability to link to Declaration (SF 3-177 – LEMIS Declarations system) to the Property Module where all associated species records are to be flagged as property records	LEMIS Gap Analysis_FWSOLE.v2.0.doc
232	Service	A LEMIS property shall have the ability to link to eCAFRA (Civil Asset Forfeiture Reform Act of 2000) Module	LEMIS Gap Analysis_FWSOLE.v2.0.doc
360	Service	LEMIS property module shall have the ability generate Notice of Seizure and Property Forfeiture letters that are automatically generated in either Microsoft Word or Adobe PDF format	LEMIS FRD OLE v1.2.doc
361	Service	LEMIS shall coordinate property import from LEMIS Declarations system via a Dec to Property module	LEMIS FRD OLE v1.2.doc
362	Service	LEMIS case property shall have the ability to be imported directly from an existing LEMIS import/export Declaration	LEMIS FRD OLE v1.2.doc
365	Service	A LEMIS case property module shall have the ability generate a report of Refused Clearance	LEMIS FRD OLE v1.2.doc
449	Service	LEMIS Declaration to LEMIS Property module shall electronically tie without additional data entry including; all wildlife-related property between the Electronic Declarations system, the Declarations system, and the relative LEMIS Investigative case and report	LEMIS FRD OLE v1.2.doc

TABLE 9: PROPERTY ITEM DATA CONTEXT DIAGRAM

### Related Business Processes

The Property Item data theme consists of three distinct business processes, as described in Table 10 below.

Process Name	Description	Data Functions
Case Management	This business process allows a LE Officer to create and manage cases by inputting and tracking any property (evidence) related to a case.	Create
Manage Case Related Property	This business process allows a LE Officer the ability to inventory and manage any Property Items related to a case (evidence).	Review
LE Asset Management	This business process allows FWS OLE personnel to manage and update LE property assets (i.e. computers, firearms, vests, etc.)	Review

TABLE 10: PROPERTY ITEM BUSINESS PROCESSES

In order to create, manage, and review Property Items, the LEMIS system follows specific business processes that allow users to perform Property Management of both LE assets as well as case related property. In order to manage case related property, a LEO must either create a case in the system where they can then link any related property to the case, or they can open an existing case and link the case property as evidence. The LEMIS property module has the ability to track specific aspects of case property information (e.g., case property invoice number, property category, property description, acquisitions information, or disposition information). Examples of managing LEMIS Case related properties would be the inventory tracking of their National Eagle Repository warehouse as well as items seized by Wildlife Inspectors (including live animals). Evidence property collected by LE Officers may become LE assets (e.g., boots seized and retained by FWS may eventually be turned into an asset to be used for training purposes).

Property management also includes the property FWS personnel uses on a daily basis to perform on the job tasks. LEMIS tracks LE asset items such as: vehicles, stations, firearms, uniforms, etc., through their property module. LE assets tracks specific property information such as: make, model, serial number, etc.



## Related Services

The LEMIS Property Item data theme is related to the following LEMIS Modules:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Investigation (LEMIS subsystem)	Consumer	The LEMIS Investigation subsystem is the primary service for LEMIS Case information. This subsystem allows Officers to input and track all Case property items related to an investigation	Direct Data Query
LEMIS UCBooks (LEMIS subsystem)	Consumer	The LEMIS UCBooks subsystem allows a LEO to manage an undercover business operation and track all inventory and property items related to the business whether purchased or seized.	Direct Data Query
LEMIS Declarations (LEMIS subsystem)	Consumer	The LEMIS Declarations subsystem helps LE Officers to manage all Wildlife Species or property items (case related property) that has been seized or abandoned at ports of entry.	Direct Data Query
LEMIS Property subsystem (LEMIS subsystem)	Producer	The LEMIS Property subsystem is used for the updating and managing property quantity and values for LE Assets as well as Case Related Property (evidence).	Direct Data Query
FBMS	Producer	FBMS is the Department of Interior designated Financial Management System of Record.	Direct Data Query
LEMIS National Eagle Repository (LEMIS subsystem)	Consumer	The National Eagle Repository subsystem provides inventory tracking for all wildlife (living or deceased) and bird parts in their National Eagle Repository.	Direct Data Query
LEMIS eCAFRA (LEMIS subsystem)	Consumer	The eCAFRA module allows an Officer to comply to the CAFRA Act by streamlining the process for submitting necessary documentation and reports for any seized property at ports of entry	Direct Data Query

**TABLE 11: LEMIS PROPERTY ITEM SERVICES**

The Property Item data theme can be associated with several services within the LEMIS system. LE assets are initially managed through FBMS. FBMS passes along the property information (e.g. property invoice number, and tags) to region 9 through a manual process, where the information is updated into the LEMIS Property subsystem. All accountable property is assigned to a specific Special Agent and coordinated through the Supervisory Agent handling the purchase or transfer of the equipment via a Form DI-105 or DI-104, respectively. In addition to LE asset property, the LEMIS Property Module also has the ability to track property related to a case by capturing specific information (e.g. the property description, property category, location of the property, etc.). Case related property can be entered by an Officer or it can be linked to a case through the LEMIS Declarations subsystem. Any property that is seized at ports of entry must comply with the CAFRA Act and OLE's are required to submit necessary reports and documentation. The LEMIS Declaration subsystem links to the eCAFRA module allowing an Officer to streamline the process to document seized property and create any necessary reports. Additionally, LEMIS Declarations subsystem can link to the LEMIS Property Module where all associated species records are to be flagged as property records.

The LEMIS UCBooks module performs a unique functionality providing a fully functional financial bookkeeping system for financial management of undercover businesses. This subsystem allows an Officer to input any property associated with an undercover business regardless if it is seized property or purchased property. The LE Officer simply fills in all appropriate fields associated with property in the transaction interface through LEMIS UCBooks subsystem, and that transaction is then posted to the project ledger associated property items and their value.



The LEMIS National Eagle Repository subsystem enables Officers to inventory and manage wildlife species (and parts) in the National Eagle Repository Warehouse located in Colorado. This subsystem has the ability to determine the amount and the price of the property in the warehouse.

### Related Performance Requirements

The business, data, and service requirements for Property Item information is based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the protection of Endangered Species
16 USC Chapter 53 (Lacey Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the illegal taking of Fish and Wildlife
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
18 USC Chapter 3 - Animals, Birds, Fish and Plants	External	Defines the authority by which the FWS is allowed to investigate cases related to the shipment or importation of injurious mammals, birds, fish, and reptiles as well as any hunting, fishing, trapping causing disturbance or injury while on wildlife refuges
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.
16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the preservation, distribution, introduction, and restoration of game birds and other wild birds.
18 USC Chapter 44 - Firearms	External	Defines the authority by which the FWS is allowed to enforce laws and regulations in regards to the unlawful engagement of using, importing, manufacturing, or dealing with firearms
16 USC Chapter 5(b) - Wildlife Restoration	External	Defines the authority by which the FWS is allowed to investigate cases related to research, aid and regulation in order to protect wildlife species
16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to the Eagle Protection Act.
Civil Asset Forfeiture Reform Act of 2000 (CAFRA)	External	Defines the authority by which the FWS shall comply with when seizing property at ports of entry.

**TABLE 12: LEMIS PROPERTY ITEMS PERFORMANCE REQUIREMENTS**

The management of Property Items in LEMIS follows specific guidance based on laws and regulations identified in the Eagle Protection Act, the Endangered Species Act, the Lacey Act, CAFRA, 18 USC Chapter 3, and the Service Manual. These acts, policies, and regulations give the FWS the authority to



manage property while describing the rules and requirements that all FWS personnel must comply with to perform their duties.

## Criminal Intelligence Information

### Description

According to 28 CFR Part 23, Criminal Intelligence Information (Intel) represents data which has been evaluated to determine its relevance to the identification of an individual who, or organization which, is reasonably suspected of involvement in criminal activity. While Intel records help OLE share information regarding an alleged criminal activity or violation, the sharing of information must conform to the privacy and constitutional rights of individuals. The type of Intel collected may contain information about the alleged activity, background information on individuals and/or organizations, and reference information in support of OLE activities. This data theme consists of the Intelligence data and functionality represented in the LEMIS Intelligence module. The LEMIS Criminal Intelligence Information data theme is associated with the following data themes:

- LEMIS Case – Intelligence information may lead to an investigation and therefore the creation of a LEMIS case.
- LEMIS Cooperating Private Individual – Intel data can be obtained via a Cooperating Private Individual who is supporting a LE Officer.
- LEMIS Officer – The LEO is responsible for obtaining, managing, and potentially acting upon Criminal Intelligence Information received.

### Data Context

The Intel data context indicates that there are two business processes to record and manage Intelligence information gathered by LE Officers. These processes include Criminal Intelligence Management and Investigation Management. The key element of the Intel data context is the name of the individual, group, organization, or business. Officers enter Intelligence Records primarily in the LEMIS Intel Subsystem. Some Intel can also be recorded in the LEMIS Investigation subsystem based on its association with an investigation and therefore should not be duplicated in the Intel module. This data theme provides the context for LEMIS Criminal Intelligence Information and outlines all data, business and process requirements associated with this data theme.

Performance [Mission Requirements] Perspective				
		Related Enactment		
		28 CFR Criminal Intelligence System Operating Policy		
		Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]		
		FWS Service Manual		
Business [Process] Perspective				
	Process Name	CRUD Function	Actors	BRM Mapping
	Investigation Management	Review	7, 9, 10, 36	10, 11, 12, 13, 26, 52, 53, 54
	Criminal Intelligence Management	Create	7, 9, 10, 57	12, 14, 40, 41
Data [Business] Perspective				
		Data Theme:	LEMIS Criminal Intelligence Information	
		Data Subject Area:	Investigation Data	
		Description:	Detailed information in regards to an incident	
		Related Themes:	LEMIS Case, LEMIS Cooperating Private Individual, LEMIS Officer	



	<b>Key Elements:</b>	Intel Record	
	<b>Data Owners:</b>	LEMIS Zone LE Officer	
		LEMIS Case Officer	
		LEMIS Regional LE Officer	
		LEMIS Special Agents	
<b>Service [Applications] Perspective</b>			
<b>System Name</b>	<b>Data Role</b>	<b>Managing Org</b>	<b>Interoperability Format</b>
LEMIS	Both	FWS OLE	Direct Data Query
LEMIS LID (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
LEMIS Declarations (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
LEMIS Investigation (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
LEMIS Intelligence (LEMIS subsystem)	Producer	FWS OLE	Direct Data Query

<b>Associated Requirements</b>			
<b>ReqID</b>	<b>Type</b>	<b>Requirement</b>	<b>Source</b>
274	Performance	The DOI shall be in compliance that all criminal intelligence systems operating through support under the Omnibus Crime Control and Safe Streets Act	28 CFR Criminal Intelligence System Operating Policy
387	Performance	LEMIS Intelligence subsystem shall conforms to 28 CFR Part 23 and maintains criminal intelligence information only if there is reasonable suspicion of criminal activity or the Information is relevant to that activity or conduct	LEMIS FRD OLE v1.2.doc
407	Performance	LEMIS Intelligence subsystem shall conform to Information and record retention guidelines conform to 28 CFR Part 23 which state that the maximum retention period is five years with the option of one year and 90 days for any information that is not updated	LEMIS FRD OLE v1.2.doc
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]
467	Performance	Payment of funds to individuals with information or evidence concerning violations of law administered by FWS in excess of \$1,000 per individual shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (2)
468	Performance	Payment of funds to individuals with confidential, miscellaneous, or emergency purchases for LE activities in excess of \$1,000 shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (3)
470	Performance	The use of special funds by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 1	FWS Service Manual Part 450 FW 1
471	Performance	The payment of rewards by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 2	FWS Service Manual Part 450 FW 2
474	Performance	The Use of Undercover Operations and/or Businesses by the Office of Law Enforcement shall comply with all policies and requirements outlined in the FWS Service Manual Part 447 FW 1 and 2	FWS Service Manual Part 447 FW 1 and 2
388	Business	LEMIS Intelligence subsystem shall collect and maintain criminal intelligence information concerning an individual or organization	LEMIS FRD OLE v1.2.doc
406	Business	LEMIS Intelligence subsystem shall allow the FWS/OLE Intelligence Unit to formally disseminate Intelligence records according to applicable restrictions that apply	LEMIS FRD OLE v1.2.doc
473	Business	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1	FWS Service Manual Part 446 FW 1
389	Data	LEMIS Intelligence subsystem shall contain a Full name	LEMIS FRD OLE v1.2.doc
390	Data	LEMIS Intelligence subsystem shall contain an address	LEMIS FRD OLE v1.2.doc
391	Data	LEMIS Intelligence subsystem shall contain an Alias(es)	LEMIS FRD OLE v1.2.doc



Associated Requirements			
ReqID	Type	Requirement	Source
392	Data	LEMIS Intelligence subsystem shall contain a Date of Birth	LEMIS FRD OLE v1.2.doc
393	Data	LEMIS Intelligence subsystem shall contain a citizenship	LEMIS FRD OLE v1.2.doc
394	Data	LEMIS Intelligence subsystem shall contain a social security number	LEMIS FRD OLE v1.2.doc
395	Data	LEMIS Intelligence subsystem shall contain a driver's license number and or any other identifying numbers	LEMIS FRD OLE v1.2.doc
396	Data	LEMIS Intelligence subsystem shall contain a physical description	LEMIS FRD OLE v1.2.doc
397	Data	LEMIS Intelligence subsystem shall contain a violence potential indicator	LEMIS FRD OLE v1.2.doc
398	Data	LEMIS Intelligence subsystem shall contain a LEMIS identification number (LID) from investigative subsystem	LEMIS FRD OLE v1.2.doc
399	Data	LEMIS Intelligence subsystem shall contain any criminal activates and/or offenses as well as criminal associates	LEMIS FRD OLE v1.2.doc
400	Data	LEMIS Intelligence subsystem shall contain a Modus Operandi	LEMIS FRD OLE v1.2.doc
401	Data	LEMIS Intelligence subsystem shall allow for the collection of non-criminal information when there is an existing relationship to an existing criminal suspect record	LEMIS FRD OLE v1.2.doc
402	Data	LEMIS Intelligence subsystem shall contain source reliability factors (reliable, usually reliable, and unknown)	LEMIS FRD OLE v1.2.doc
403	Data	LEMIS Intelligence subsystem shall contain information validity (confirmed, probably true, possible true, cannot be judged)	LEMIS FRD OLE v1.2.doc
404	Data	LEMIS Intelligence subsystem pertaining to wildlife shall contain a Wildlife-related Act	LEMIS FRD OLE v1.2.doc
405	Data	LEMIS Intelligence subsystem pertaining to wildlife shall contain the specific species involved	LEMIS FRD OLE v1.2.doc
408	Service	LEMIS Intelligence subsystem shall have the ability to search directly from the LEMIS Investigations LID and Declarations database	LEMIS FRD OLE v1.2.doc
461	Service	Criminal Intelligence information is provided and or received via an intelligence report	Interview

TABLE 13: CRIMINAL INTELLIGENCE DATA CONTEXT DIAGRAM

### Related Business Processes

The LEMIS Criminal Intelligence Information data theme consists of two distinct business processes, as described in Table 14 below.

Process Name	Description	Data Functions
Criminal Intelligence Management	This business process allows LE Officers to enter an Intel Record into the LEMIS system by creating a new Intelligence Record in the Intel module. LEOs must ensure that information recorded conforms to the privacy and constitutional rights of individuals.	Create
Investigation Management	If Intelligence Information is gathered as a result of an investigation, the Intel can be recorded in the LEMIS Investigation subsystem to indicate its association with the investigation. In such instances, the information should not be repeated in the Intel module. Likewise, as an investigation is being conducted, you can link your investigation to Intel Records.	Review

TABLE 14: CRIMINAL INTELLIGENCE INFORMATION BUSINESS PROCESSES

A LE Officer manages Intelligence Information gathered by logging into LEMIS and creating a new Intelligence Record in the Intel subsystem. The Officer may enter identifying information regarding an individual or organization (e.g., full name, address, alias, date of birth, citizenship, social security number, driver's license number, etc.), background information, vehicles associated with a record, and other relevant data (e.g., date of information submittal, source of information, submitting Officer's name) that may support an investigation. If the Intel gathered supports an existing case or leads to the



creation of a new case, the Officer has the ability to link the Intel Record to the case by leveraging case management functionalities.

### Related Services

The LEMIS Criminal Intelligence Information data theme links to the following subsystems:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Intelligence (LEMIS subsystem)	Producer	The LEMIS Intelligence Subsystem is the primary system for handling Intelligence Information and related data to ensure the timely sharing of Intel in an effort to prevent and control crime that falls under the jurisdiction of the FWS OLE.	Direct Data Query
LEMIS Investigation (LEMIS subsystem)	Consumer	The LEMIS Investigation Subsystem consumes data from the Intelligence subsystem by linking Intel Records to investigative efforts and allowing Officers to search the Investigation subsystem for more inclusive searches.	Direct Data Query
LEMIS LID (LEMIS subsystem)	Consumer	The Officer can perform searches within the Intel subsystem that includes data from the LEMIS LID module.	Direct Data Query
LEMIS Declarations (LEMIS subsystem)	Consumer	The Officer can perform searches within the Intel subsystem that includes data from the Declarations module database.	Direct Data Query

**TABLE 15: CRIMINAL INTELLIGENCE INFORMATION RELATED SERVICES**

The LEMIS Intelligence module is the primary system for tracking and managing Criminal Intelligence Information. Officers log into the LEMIS system and select the Intel module to input all data elements related to a specific Intel record. Once the data collected has been entered into the Intel subsystem, LEOs are required to send the record to his/her immediate supervisor for approval. Intel Records can be linked to the LEMIS Investigation subsystem if the information aids or support a new or on-going investigation. The LEMIS Intelligence subsystem contains searching and reporting functionalities that allow Officers to link queries to the Investigation, LID, and Declarations modules, ensuring more robust results and the ability to connect Intel data to other existing incidents or investigations.

### Related Performance Requirements

The business, data, and service requirements for LEMIS Regulation information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
Fish and Wildlife Improvement Act of 1978	Internal	Authorizes the Secretaries of the Interior and Commerce to establish, conduct, and assist with national training programs for State fish and wildlife LE personnel
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 16: CRIMINAL INTELLIGENCE INFORMATION PERFORMANCE REQUIREMENTS**

The LEMIS Criminal Intelligence Information data theme is strictly regulated by 28 CFR Part 23, which outlines the operating policies that all criminal intelligence systems must abide by. Moreover the Fish



and Wildlife Improvements Act of 1978 and the FWS Service Manual provide extensive policies, rules, regulations, and guidelines for gathering, storing, and managing Intel information. These requirements include, but are not limited to, only maintaining Intel if there is reasonable suspicion of criminal activity, only retaining information for a maximum period of five years, and reviewing information periodically to ensure relevancy and importance. For detailed requirements related to Criminal Intelligence Information, please refer to the documents outlined in Table 16 above.

## Regulations

### Description

LEMIS Regulations incorporate all policies and procedures applicable to Service Officers and outlines their code of conduct, general rules, and responsibilities. These regulations also include the policies that determine how information systems are developed and operated (intelligence systems present additional requirements, as illustrated by the 28 CFR part 23) and policies and procedures applicable to organizations that collect, process, and manage criminal information (see Uniform Crime Reporting and the NIBRS requirements for additional detail). These regulations outline all overriding laws that FWS must conform to and therefore represent a fundamental Data Theme. While Regulations encompass most data themes, it is primarily associated with the following data themes:

- Wildlife Species – FWS complies with and enforces a wide array of rules and regulations related to handling, protecting, and tracking Wildlife Species.
- Officer – A LE Officer must comply with all regulations enforced by the FWS when conducting investigations, completing case management functions, and protecting wildlife species.

### Data Context

The Regulations data theme plays a fundamental role in how FWS OLEs conduct operations and accomplish their duties. Regulations are associated with several aspects of the processes performed, from basic hiring and training practices to the laws enforced and upheld to protect wildlife and manage ecosystems. Given the overarching role that Regulations play in LE, the business processes related to this data theme are broad in order to include all activities performed by Service Officers. Those business processes, described in the next section, include On the Job Processes and Staff Management. The key element for the Regulations data theme is Regulatory Enactment Act and/or Code, and present primary relationships to the LEMIS Wildlife Species data theme (based on the Lacey Act, the Endangered Species Act, and other Acts protecting Wildlife Species) and LEMIS Officer data theme (Officers must comply with regulations enforced by the FWS when conducting investigations, completing case management functions, and protecting Wildlife Species). There are several requirements associated with the Regulations. The following sections provide additional detail related to the business processes, services, and Performance requirements related to this data theme.

Performance [Mission Requirements] Perspective				
		Related Enactment		
		All Relevant FWS Policies and Regulations		
		FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)		
		FWS Service Manual		
Business [Process] Perspective				
	Process Name	CRUD Function	Actors	BRM Mapping



Staff Management	Review	6	27, 28, 33
On the job process	Review	5, 7, 9, 10	9, 10, 11, 12, 13, 15, 16, 17, 22, 26, 37, 45, 53, 72
Data [Business] Perspective			
	Data Theme:	LEMIS Regulations	
	Data Subject Area:	Policy Data	
	Description:	The overriding laws that DOI must conform to	
	Related Themes:	LEMIS Wildlife Species, LEMIS Officer	
	Key Elements:	Regulatory Enactment Act and/or Code	
	Data Owners:	FWS Office of Law Enforcement	
		Fish and Wildlife Staff	
		Headquarters	
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LEMIS (Including all LEMIS subsystems)	Both	FWS OLE	Direct Data Query
NCIC/DOJ	Consumer	Gov.	Direct Data Query
CVB System	Consumer	CVB	Direct Data Query
NIBRS	Consumer	FWS OLE	Direct Data Query

<b>Associated Requirements</b>			
ReqID	Type	Requirement	Source
459	Performance	LEMIS system shall conform and abide to DOI's policies and LE manual enforcing strategic plans	Interview
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)
467	Performance	Payment of funds to individuals with information or evidence concerning violations of law administered by FWS in excess of \$1,000 per individual shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (2)
468	Performance	Payment of funds to individuals with confidential, miscellaneous, or emergency purchases for LE activities in excess of \$1,000 shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (3)
470	Performance	The use of special funds by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 1	FWS Service Manual Part 450 FW 1
471	Performance	The payment of rewards by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 2	FWS Service Manual Part 450 FW 2
472	Performance	All FWS LE Officers shall comply with the policies for Service-issued firearms, as outlined in the FWS Service Manual Part 442 FW 1	Lacey Act Amendments (16 U.S.C. 3375(b)). 446 DM, Law Enforcement.
474	Performance	The Use of Undercover Operations and/or Businesses by the Office of Law Enforcement shall comply with all policies and requirements outlined in the FWS Service Manual Part 447 FW 1 and 2	FWS Service Manual Part 447 FW 1 and 2
475	Performance	All FWS reports shall comply with the Reports Management Program defined by the FWS Service Manual Part 281 FW 1, 41 CFR 201-45.102, and 381 DM 6	FWS Service Manual Part 281 FW 1, 41 CFR 201-45.102, and 381 DM 6
477	Performance	The FWS LE shall follow guidance contained within the Freedom of Information Act (FWS Service Manual Part 203) and the Privacy Act (FWS Service Manual Part 204)	FWS Service Manual Parts 203 and 204
478	Performance	Inspections of wildlife imports and exports must comply with the policies and procedures outlined in the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1, 50 CFR Part 14



Associated Requirements			
ReqID	Type	Requirement	Source
484	Performance	The recognizing, preserving, recording, marking, tagging, and packaging of physical evidence shall comply with the guidelines provided by the FWS Service Manual Part 445 FW 3	FWS Service Manual Part 445 FW 3
485	Performance	The collection, packaging, and shipment of evidence to the Clark R. Bavin National Fish and Wildlife Forensics Laboratory (Lab) in Ashland, Oregon, shall comply with guidance provided by the FWS Service Manual Part 448 FW 1	FWS Service Manual Part 448 FW 1
486	Performance	The packaging and shipment of eagles to the National Eagle Repository in Commerce City, Colorado, shall comply guidance provided by the FWS Service Manual Part 448 FW 2	FWS Service Manual Part 448 FW 2
494	Performance	The provision of investigative and LE information to external groups shall be compliant with the policies and procedures outlined in the FWS Service Manual Part 454 FW 1	FWS Service Manual Part 454 FW 1
216	Business	A LEMIS violation shall manage documentation of adjudication	LEMIS Gap Analysis_FWSOLE.v2.0.doc
210	Data	A LEMIS violation shall be able to link to species information	LEMIS Gap Analysis_FWSOLE.v2.0.doc
214	Data	A LEMIS violation shall have the ability to link subjects and/or business information including; license/permit data, a rap sheet, other LID associations found in LEMIS, business name, business location, business type, alert flag / remarks, DBA, Le	LEMIS Gap Analysis_FWSOLE.v2.0.doc
218	Data	A LEMIS violation shall have the ability to include a criminal adjudication	LEMIS Gap Analysis_FWSOLE.v2.0.doc
255	Data	A LEMIS violation shall have the ability to include a criminal adjudication of suspension/revocation of hunting/guiding privileges	LEMIS Gap Analysis_FWSOLE.v2.0.doc
356	Service	LEMIS violation Notice sub-module shall allow FWS officers to capture all relative incident information within the context of a CVB-approved (Form 3-29) United States District Court Violation Notice format and has the ability to link to LEMIS LID system t	LEMIS FRD OLE v1.2.doc
491	Service	Officers must use the LEMIS-generated FWS Form 3-332 (Record of Information that May Become Testimony) to document and describe an interview, surveillance, or other similar activity	FWS Service Manual Part 449 FW 1, 1.5

TABLE 17: LEMIS REGULATIONS DATA CONTEXT DIAGRAM

## Related Business Processes

Table 18 describes the business processes associated with the LEMIS Regulations data theme.

Process Name	Description	Data Functions
On the Job Process	This Business process encompasses all activities and duties performed by FWS LE personnel. All functions performed are governed by rules, regulations, policies, and guidelines outlined in the various Internal and External Performance Requirements to which FWS staff must abide.	Review
Staff Management	This Business process encompasses all Non-LE activities and duties performed by FWS OLE. These activities include HR functions, personnel code of conduct, and all other functions to properly operate a government organization, and are also governed by rules, regulations, policies, and guidelines outlined in the various Internal and External Performance Requirements.	Review

TABLE 18: REGULATIONS BUSINESS PROCESSES

As described in the sections above, LEMIS regulations encompass activities performed by LEOs and Non-LE personnel, and therefore is applicable to functions completed on the field and in a FWS OLE office that leverage the LEMIS system. Therefore, the regulations governing LE operations are intrinsically linked to most LEMIS capabilities and business processes.



## Related Services

The LEMIS Regulation data theme illustrates linkages to LEMIS and all its subsystems. The sub-modules in LEMIS must comply with Regulations regarding how Officers perform their duties, how the system abides to privacy and constitutional rights of cooperating private individuals and suspects (as outlined in the Privacy Act and in the A-130 requirements), and how Non-LE personnel leverage the LEMIS system to perform daily tasks. Additionally, the LEMIS system connects with the Department of Justice's National Crime Information Center (NCIC), the U.S. Courts' Central Violation Bureau (CVB), and the FBI's NIBRS. Table 19 illustrates the services, data role, and descriptions related to the LEMIS Regulations data theme:

Service	Data Role	Description of Use	Interoperability Format
LEMIS (including all LEMIS Subsystems)	Consumer	The LEMIS system, and all its subsystems, must comply with and abide to all FWS OLE regulations, as well as external regulations (e.g., the Intelligence subsystem must comply with 28 CFR Part 23). LEMIS Help Desk staff and Coordinators perform most of the functions to ensure that LEMIS and its modules are kept up to date with rules and regulations applicable to FWS.	Direct Data Query
NCIC/DOJ	Consumer	The NCIC consumes LEMIS data in support of maintaining a database that assists LE agencies in achieving its objectives and in sharing criminal justice information.	Direct Data Query
CVB System	Consumer	U.S. Courts' System that processes violation notices (tickets) issued and payments received for petty offenses committed on federal property. Violations issued in LEMIS are produced in a format that is compliant with CVB requirements (see Violation data theme for details).	Direct Data Query
NIBRS	Consumer	National incident-based reporting system that LEMIS must comply with the regulations and policies for reporting in order to ensure FWS LE data is included in the database accessible to all LE organizations.	Direct Data Query

**TABLE 19: LEMIS REGULATION RELATED SERVICES**

## Related Performance Requirements

The business, data, service, and Performance requirements for LEMIS Regulation information are based on the following policies, legal authorities, and other rules and regulations:

Authority	Internal/External	Description
All Relevant FWS Policies and Regulations	Internal	Includes all relevant FWS policies, regulations, and guidance applicable to the Service's LE operations, staff, and systems.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.
FBI's Uniform Crime Reporting Handbook	External	A federal Bureau of Investigation (FBI) Program to collect, publish, and archive reliable, uniform crime statistics for the nation
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.



**TABLE 20: LEMIS REGULATIONS PERFORMANCE REQUIREMENTS**

The LEMIS Regulations Performance Requirements illustrate policies and regulations applicable to the Service and to LE Officers. The FWS Service Manual includes extensive policies, rules, regulations, and guidelines regarding operations, Officers, and particularly systems such as LEMIS. On top of the internal regulations that FWS have to comply with, LE agencies must comply with requirements from the FBI's Uniform Crime Reporting (UCR) and NIBRS.

## Violation

### Description

FWS considers a violation everything from simple baiting and invalid hunting licenses to large scale smuggling activities. Based on the type of violation, the complexity and duration of an investigation can vary significantly, with issues taking anywhere from a day or two to several months or a year to resolve. Violations and the accompanying information that Officers input into the LEMIS system tie directly to the OLE Strategic Plan. This information also shares a connection with NIBRS, as violations are categorized as Group A or Group B offenses. The Violation data theme is closely related the Regulation data theme and is found primarily within LEMIS' Investigation sub-module. The LEMIS Violation data theme is associated with the following data themes:

- **LEMIS Case** – A LEMIS Violation is part of the information provided in a Report of Investigation (ROI) and therefore plays a significant role in case management.
- **LEMIS Regulation** – The issuance of a Violation is driven by the Regulations upheld by FWS and its LEOs.
- **LEMIS Criminal Intelligence Information** – Intel data helps Officers identify potential violations in order to support FWS' mission and strategic goals.
- **LEMIS Officer** – An Officer is responsible for issuing violations to ensure wildlife protection, trafficking prevention, and overall goals of the Service.

### Data Context

The data context for LEMIS Violation illustrates that three business processes drive the issuance of violations to individuals or organizations who fail to comply with rules and regulations related to the transport, commerce, and handling of fish and wildlife: Issue Violation, Investigation Management, and Case Management. The information captured complies with requirements from the U.S. Courts Central Violations Bureau (CVB). Violations are handled by the Violation Notice Subsystem and the Investigation Subsystem, with the former performing the primary functionality for this data theme. Officers reporting violations include data relevant to OLE's Strategic Planning efforts that also tie with NIBRS requirements. The key element in inputting this data is the Violation Number. Violation data can be copied in creating new notices for situations where repetitive acts, violations, subjects, or businesses are involved.

Performance [Mission Requirements] Perspective		
	Related Enactment	
	16 USC Chapter 35 - Endangered Species (Endangered Species Act)	
	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)	
	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)	



		50 CFR Wildlife and Fisheries			
		FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)			
		FWS Service Manual			
Business [Process] Perspective					
Process Name	CRUD Function		Actors	BRM Mapping	
Investigation Management	Review		7, 9, 10, 36	10, 11, 12, 13, 26, 52, 53, 54	
Issue Violation	Create		9	11, 12, 13, 14, 26, 54	
Case Management	Review		4, 5, 6, 7, 24, 36, 52, 53	11, 12, 17, 22, 23, 24, 28, 41	
Data [Business] Perspective					
	Data Theme:		Violation		
	Data Subject Area:		Resulting Action		
	Description:		Violations captures all relevant incident information		
	Related Themes:		LEMIS Case, LEMIS Regulations, LEMIS Criminal Intelligence Information, LEMIS Officer		
	Key Elements:		Violation Number		
	Data Owners:		LEMIS Zone LE Officer		
			LEMIS Case Officer		
			LEMIS Regional LE Officer		
		Chief LE Officer			
Service [Applications] Perspective					
System Name	Data Role		Managing Org	Interoperability Format	
LEMIS	Both		FWS OLE	Direct Data Query	
LEMIS Investigation (LEMIS subsystem)	Consumer		FWS OLE	Direct Data Query	
LEMIS Violation Module (LEMIS subsystem)	Producer		FWS OLE	Direct Data Query	

<b>Associated Requirements</b>			
<b>ReqID</b>	<b>Type</b>	<b>Requirement</b>	<b>Source</b>
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)
133	Performance	The FWS shall submit to Congress (by Jan 15th, annually) preceding fiscal year data pertaining to: a species-by-species accounting of Federal and State (grants) funds expended to conserve endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)
134	Performance	DOI shall enforce laws dealing with fish and wildlife (including non-endangered species) including the import, export, possessions, sale, delivery, etc. of any fish or wildlife species governed by law	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)
135	Performance	The duties and powers of the Department of the Interior include the preservation, distribution, introduction, and restoration of game birds and other wild birds.	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)
467	Performance	Payment of funds to individuals with information or evidence concerning violations of law administered by FWS in excess of \$1,000 per individual shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (2)
497	Performance	If an officer determines that the intelligence is an allegation of a specific violation of Federal wildlife law(s) or regulation(s) that should be disseminated to a specific Region or office, the officer must select "Yes" in the COV (complaint of violation	"FWS Service Manual Part 449 FW 1, 1.11 C (3) LEMIS Intel Subsystem"



Associated Requirements			
ReqID	Type	Requirement	Source
201	Business	LEMIS shall have the ability to manage violations and track all data related to incidents	LEMIS Gap Analysis_FWSOLE.v2.0.doc
216	Business	3.1.3 A LEMIS violation shall manage documentation of adjudication	LEMIS Gap Analysis_FWSOLE.v2.0.doc
493	Business	LE Officers assisting in an investigation where another agency prosecutes the violation must document charges in the LEMIS Investigative Subsystem by obtaining an INV number and updating the case the status accordingly (e.g. "SP" for State Prosecution, "R	FWS Service Manual Part 449 FW 1, 1.5
202	Data	A LEMIS violation shall contain a case number	LEMIS Gap Analysis_FWSOLE.v2.0.doc
204	Data	A LEMIS violation shall contain a charged or pre-charged settlement indicator	LEMIS Gap Analysis_FWSOLE.v2.0.doc
205	Data	A LEMIS violation shall contain an act a code and violation information specific to wildlife investigation and inspection activities	LEMIS Gap Analysis_FWSOLE.v2.0.doc
206	Data	A LEMIS violation shall contain a violation code using sequential violation numbers	LEMIS Gap Analysis_FWSOLE.v2.0.doc
207	Data	A LEMIS violation shall contain NIBRS Arrest Type A and B Segments	LEMIS Gap Analysis_FWSOLE.v2.0.doc
208	Data	A LEMIS violation shall contain geospatial latitude and longitude identifiers	LEMIS Gap Analysis_FWSOLE.v2.0.doc
209	Data	A LEMIS violation shall contain a port of entry	LEMIS Gap Analysis_FWSOLE.v2.0.doc
210	Data	A LEMIS violation shall be able to link to species information	LEMIS Gap Analysis_FWSOLE.v2.0.doc
214	Data	A LEMIS violation shall have the ability to link subjects and/or business information including; license/permit data, a rap sheet, other LID associations found in LEMIS, business name, business location, business type, alert flag / remarks, DBA, Le	LEMIS Gap Analysis_FWSOLE.v2.0.doc
215	Data	A LEMIS violation shall contain violation remarks	LEMIS Gap Analysis_FWSOLE.v2.0.doc
217	Data	A LEMIS violation shall have an adjudication date	LEMIS Gap Analysis_FWSOLE.v2.0.doc
219	Data	A LEMIS violation shall have the ability to include a civil adjudication	LEMIS Gap Analysis_FWSOLE.v2.0.doc
220	Data	A LEMIS violation shall have the ability to include a other adjudications	LEMIS Gap Analysis_FWSOLE.v2.0.doc
221	Data	A LEMIS violation shall have the ability to include an adjudication summary resource impact	LEMIS Gap Analysis_FWSOLE.v2.0.doc
244	Data	A LEMIS violation shall be able to link to species information of Genus	LEMIS Gap Analysis_FWSOLE.v2.0.doc
245	Data	A LEMIS violation shall be able to link to species information of Species	LEMIS Gap Analysis_FWSOLE.v2.0.doc
246	Data	A LEMIS violation shall be able to link to species information of Subspecies	LEMIS Gap Analysis_FWSOLE.v2.0.doc
247	Data	A LEMIS violation shall be able to link to species information of Specific Common Name	LEMIS Gap Analysis_FWSOLE.v2.0.doc
248	Data	A LEMIS violation shall be able to link to species information of Generic Common Name	LEMIS Gap Analysis_FWSOLE.v2.0.doc
249	Data	A LEMIS violation shall be able to link to species information of Class	LEMIS Gap Analysis_FWSOLE.v2.0.doc
250	Data	A LEMIS violation shall be able to link to species information of Order	LEMIS Gap Analysis_FWSOLE.v2.0.doc
251	Data	A LEMIS violation shall be able to link to species information of Family	LEMIS Gap Analysis_FWSOLE.v2.0.doc
252	Data	A LEMIS violation shall be able to link to species information of USFWS Species Code	LEMIS Gap Analysis_FWSOLE.v2.0.doc



Associated Requirements					
ReqID	Type	Requirement		Source	
253	Data	A LEMIS violation shall have the ability to include a criminal adjudication of monetary penalties		LEMIS Gap Analysis_FWSOLE.v2.0.doc	
254	Data	A LEMIS violation shall have the ability to include a criminal adjudication of sentencing		LEMIS Gap Analysis_FWSOLE.v2.0.doc	
255	Data	A LEMIS violation shall have the ability to include a criminal adjudication of suspension/revocation of hunting/guiding privileges		LEMIS Gap Analysis_FWSOLE.v2.0.doc	
257	Data	A LEMIS violation shall have the ability to include a civil adjudication of negotiated other payments		LEMIS Gap Analysis_FWSOLE.v2.0.doc	
258	Data	A LEMIS violation shall have the ability to include a civil adjudication of negotiated agreement		LEMIS Gap Analysis_FWSOLE.v2.0.doc	
259	Data	A LEMIS violation shall have the ability to include a civil adjudication of civil penalty assessments		LEMIS Gap Analysis_FWSOLE.v2.0.doc	
356	Service	LEMIS violation Notice sub-module shall allow FWS officers to capture all relative incident information within the context of a CVB-approved (Form 3-29) United States District Court Violation Notice format and has the ability to link to LEMIS LID system t		LEMIS FRD OLE v1.2.doc	

TABLE 21: VIOLATION DATA CONTEXT DIAGRAM

### Related Business Processes

The LEMIS Violation data theme consists of three distinct business processes, as described in Table 22 below.

Process Name	Description	Data Functions
Issue Violation	This business process allows LE Officers to issue a violation or ticket to actions that range from hunting without a valid license to large scale smuggling and organized operations. Violations work within the context of a Report of investigation.	Create
Investigation Management	The amount of investigation required to resolve an issue can vary significantly based on the type of violation issued.	Review
Case Management	Violations play a critical role in case management by linking directly to ROIs, supporting NIBRS requirements, and tying directly to the OLE Strategic Plan.	Review

TABLE 22: VIOLATION BUSINESS PROCESSES

A LEO issues a Violation Notice to individuals or organizations performing activities that do not comply with the FWS policies and regulations, including minor offenses (e.g., hunting with an invalid licenses) to more complex ones (e.g., large scale smuggling activities or unlawful commercial activities that may lead to habitat destruction). These violations work within the context of an investigation and allow Officers to uphold the Strategic Goals of FWS.

### Related Services

The LEMIS Violation module allows Officers to create Violation Notices and input all data related to a particular incident. This module presents linking capabilities that allow the user to combine multiple subjects and wildlife species in different ways, creating one-to-one or one-to-many relationships. Officers can also “clone” information from existing Violations for instances where acts, infractions, subjects, or businesses are repeated. A violation typically includes all information within the context of a CVB-approved format for Violation Notices and possesses printing capabilities to generate tickets that are compliant with CVB requirements. A key component of this module is that the system collects data from previously reported violations to provide Officers with pick lists to facilitate data entry. Similar functionality is offered to provide Officers with CVB location codes for court addresses. The module collects data tied directly to the Strategic Plan and categorizes violation and act codes



according to NIBRS requirements so the Service can provide information to the FBI's UCR and NIBRS. Lastly, the Violation module operates within the context of the Investigation subsystem based on its close ties to a Report of Investigation. Table 23 summarizes the subsystems linked to the LEMIS Violation data theme.

Service	Data Role	Description of Use	Interoperability Format
LEMIS Violation module (LEMIS subsystem)	Producer	The LEMIS Violation Subsystem is the primary system for inputting and managing Violation Notice Information and supporting data, including FWS species codes, violation codes, and act codes.	Direct Data Query
LEMIS Investigation (LEMIS subsystem)	Consumer	The LEMIS Violation module operates within the context of the Investigation subsystem.	Direct Data Query

TABLE 23: VIOLATION RELATED SERVICES

## Related Performance Requirements

The business, data, and service requirements for LEMIS Violation Notices are regulated by the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the protection of Endangered Species
16 USC Chapter 53 (Lacey Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the illegal taking of Fish and Wildlife
16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the preservation, distribution, introduction, and restoration of game birds and other wild birds
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
FBI's Uniform Crime Reporting Handbook	External	An FBI Program to collect, publish, and archive reliable, uniform crime statistics for the nation
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

TABLE 24: VIOLATION PERFORMANCE REQUIREMENTS

## Wildlife Import/Export

### Description

The Wildlife Import/Export data theme consists of the data used to track the import, export, and international trade of plant, marine, and wildlife species, as well as any goods produced from species. FWS' goal is to ensure that all such trade is conducted legally and in accordance with existing laws and regulations including the Endangered Species Act, International Trade Agreements, and other regulations. As a part of this data theme, LEMIS also tracks information on specific Wildlife Species that are subject to trade regulations (those that require permits prior to import/export).

In addition to the Wildlife Import/Export data theme, there are additional LEMIS data themes that are associated with this theme's life cycle. These additional data themes include:



- LEMIS Case – Originates from illegal activity associated with a wildlife import/export, which an Officer must indicate in the declaration status of any Wildlife shipment. This will then result in the opening of a case.
- Wildlife Species – Identifies the type of Species being imported or exported.
- Officer – Officers and Wildlife Inspectors review wildlife shipment, and in the case of refusing shipment clearance, will open a case investigation.
- LEMIS Property (evidence) – Any Wildlife that is seized or abandoned at a port of entry turns into evidence for a new case.

## Data Context

The Wildlife Import/Export data context diagram indicates that there are three business processes supporting management of Wildlife Import/Exports. The key elements associated with Wildlife Import/Exports are the customs document number and the Officer processing the shipment. As a data theme, a Wildlife Import/Export is related to several other themes described in this section, including LEMIS Case, LEMIS Wildlife Species, LEMIS Officer, LEMIS Property and five LEMIS subsystems. The Wildlife Import/Export data context diagram provides details regarding this data theme's Performance, business, and service perspectives, as well as the associated requirements.

Performance [Mission Requirements] Perspective					
	Related Enactments				
	16 USC Chapter 35 - Endangered Species (Endangered Species Act)				
	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)				
	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)				
	16 USC Chapter 5(b) - Wildlife Restoration				
	16 USC Chapter 31 - Marine Mammal Protection (Marine Mammal Act)				
	28 CFR Criminal Intelligence System Operating Policy				
	18 USC Chapter 3 - Animals, Birds, Fish and Plants				
	Civil Asset Forfeiture Reform Act of 2000 (CAFRA)				
	50 CFR Wildlife and Fisheries				
	FWS Service Manual				
Business [Process] Perspective					
Process Name		CRUD	Actors	BRM Mapping	
Investigation Management		Create	7, 9, 10, 36	10, 11, 12, 13, 26, 52, 53, 54	
Manage Case-related Property		Review	7, 9, 10, 17, 44	9, 16, 17, 37, 45	
Declarations Management		Review	4, 36	9, 12, 24, 65	
Data [Business] Perspective					
	Data Theme:	LEMIS Wildlife Imports/Exports			
	Data Subject Area:	Investigation Data			
	Description:	Wildlife species imported or exported			
	Related Themes:	LEMIS Case, LEMIS Wildlife Species, LEMIS Officer, LEMIS Property			
	Key Elements:	Customs Document Number, Importer-Exporter Name			
	Data Owners:	Wildlife Inspector (LEMIS user)			
		Non-LE Manager			
Service [Applications] Perspective					



System Name	Data Role	Managing Org	Interoperability Format
LEMIS	Both	FWS OLE	Direct Data Query
LEMIS Investigation (LEMIS subsystem)	Producer	FWS OLE	Direct Data Query
LEMIS eDecs (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
LEMIS Property subsystem (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query
LEMIS eCAFRA (LEMIS Subsystem)	Consumer	FWS OLE	Direct Data Query
LEMIS Declarations (LEMIS subsystem)	Producer	FWS OLE	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)
134	Performance	DOI shall enforce laws dealing with fish and wildlife (including non-endangered species) including the import, export, possessions, sale, delivery, etc. of any fish or wildlife species governed by law	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)
136	Performance	After an investigation, the Interior shall determine that all evidences/property are compatible with the preservation of the bald/golden eagle to permit the taking, possession, and transportation of specimens thereof for the scientific / exhibition prop	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)
141	Performance	The DOI shall support FWS by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
142	Performance	The DOI's duty is to protect and conserve marine mammals as well as their habitat through regulation and enforcement	16 USC Chapter 31 - Marine Mammal Protection (Marine Mammal Act)
148	Performance	The DOI shall enforce laws in relation to the shipment or importation of injurious mammals, birds, fish, and reptiles as well any hunting , fishing, trapping causing disturbance or injury while on wildlife refuges	18 USC Chapter 3 - Animals, Birds, Fish and Plants
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	50 CFR Wildlife and Fisheries
373	Performance	FWS' disposition of property shall conform to the retention of seized or abandoned property in accordance with 50 CFR Part 12	LEMIS FRD OLE v1.2.doc
409	Performance	The LEMIS Declarations subsystem and LEMIS Electronic Declarations system shall conform to all import/export regulations outlined in 50 CFR Part 14.4 stating that a service officer must clear all wildlife imported into the U.S. prior to release by Custom	LEMIS FRD OLE v1.2.doc
478	Performance	Inspections of wildlife imports and exports must comply with the policies and procedures outlined in the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1 50 CFR Part 14
479	Performance	Documentation of Wildlife Imports and Exports must be authentic, valid, and consistent, and developed in accordance with the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1, 1.5
410	Business	LEMIS Declarations shall allow for manual data entry with core elements captured on FWS Form 3-177: U.S. Fish and Wildlife Service Declaration for the Importation or Exportation of Fish or Wildlife	LEMIS FRD OLE v1.2.doc
416	Business	LEMIS Declarations subsystem shall have the ability to search species through the module	LEMIS FRD OLE v1.2.doc
419	Business	LEMIS Declaration Data Transfer module captures and manages information regarding the physical shipment of Form 3-177 document packages from FWS ports of entry to central processing	LEMIS FRD OLE v1.2.doc



Associated Requirements				
ReqID	Type	Requirement	Source	
430	Business	LEMIS eDec shall provide a species search tool to assist the user in looking up scientific name information (genus, species, subspecies, specific common name, generic common name)	LEMIS FRD OLE v1.2.doc	
431	Business	LEMIS eDec shall have the ability to links to a PDF version of Form 3-177 that allows the filer to submit a hardcopy Declaration	LEMIS FRD OLE v1.2.doc	
480	Business	LE Officers submit a 3-177 Form (Declaration for Importation or Exportation of Fish or Wildlife) to be entered into LEMIS, once a shipment has passed inspection	FWS Service Manual Part 443 FW 1, 1.12	
481	Business	When Service officers refuse clearance of a shipment or part of a shipment, they must enter the data from Form 3-177 and investigation data into LEMIS	FWS Service Manual Part 443 FW 1, 1.17	
260	Data	A LEMIS property shall have a property description for wildlife of Genus	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
261	Data	A LEMIS property shall have a property description for wildlife of Species	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
263	Data	A LEMIS property shall have a property description for wildlife of Specific Common Name	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
264	Data	A LEMIS property shall have a property description for wildlife of Generic Common Name	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
265	Data	A LEMIS property shall have a property description for wildlife of Class	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
266	Data	A LEMIS property shall have a property description for wildlife of Order	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
267	Data	A LEMIS property shall have a property description for wildlife of Family	LEMIS Gap Analysis_FWSOLE.v2.0.doc	
412	Data	LEMIS Declarations subsystem shall contain daily data entry reports	LEMIS FRD OLE v1.2.doc	
413	Data	LEMIS Declarations subsystem shall contain daily and weekly summary reports	LEMIS FRD OLE v1.2.doc	
414	Data	LEMIS Declarations subsystem shall contain inventory reports used to stage and box completed files	LEMIS FRD OLE v1.2.doc	
415	Data	LEMIS Declarations subsystem shall contain Quality Assurance tools designed around peer and supervisor review	LEMIS FRD OLE v1.2.doc	
420	Data	LEMIS Dec Data Transfer module shall contain a box number	LEMIS FRD OLE v1.2.doc	
421	Data	LEMIS Dec Data Transfer module shall contain the date shipped	LEMIS FRD OLE v1.2.doc	
422	Data	LEMIS Dec Data Transfer module shall contain a tracking number	LEMIS FRD OLE v1.2.doc	
423	Data	LEMIS Dec Data Transfer module shall contain the quantity shipped	LEMIS FRD OLE v1.2.doc	
424	Data	LEMIS Dec Data Transfer module shall contain the date received	LEMIS FRD OLE v1.2.doc	
425	Data	LEMIS Dec Data Transfer module shall contain the date processed	LEMIS FRD OLE v1.2.doc	
426	Data	LEMIS Dec Data Transfer module shall contain shipper identification	LEMIS FRD OLE v1.2.doc	
427	Data	LEMIS Dec Data Transfer module shall contain a the status of the shipment	LEMIS FRD OLE v1.2.doc	
432	Data	LEMIS eDec shall link to FWS License information	LEMIS FRD OLE v1.2.doc	
433	Data	LEMIS eDec shall contain information relative to the ACS Broker Interface	LEMIS FRD OLE v1.2.doc	
434	Data	LEMIS eDec account interface shall contain fields necessary for both brokers and importers/exporters of wildlife	LEMIS FRD OLE v1.2.doc	
435	Data	LEMIS eDec account interface shall contain a field for a FWS License number (if applicable)	LEMIS FRD OLE v1.2.doc	
436	Data	LEMIS eDec account interface shall contain a Business Name	LEMIS FRD OLE v1.2.doc	
437	Data	LEMIS eDec account interface shall contain a Contact name	LEMIS FRD OLE v1.2.doc	
438	Data	LEMIS eDec account interface shall contain contact information	LEMIS FRD OLE v1.2.doc	
231	Service	A LEMIS property shall have the ability to link to Declaration (SF 3-177 – LEMIS Declarations system) to the Property Module where all associated species records are to be flagged as property records	LEMIS Gap Analysis_FWSOLE.v2.0.doc	



Associated Requirements			
ReqID	Type	Requirement	Source
411	Service	LEMIS Declarations relies on permit license information obtained weekly from the FWS Service Permits Issuance Tracking System (SPITS)	LEMIS FRD OLE v1.2.doc
429	Service	LEMIS eDec shall provide a link to the FWS/OLE home page and allow users to manage their own accounts	LEMIS FRD OLE v1.2.doc
444	Service	LEMIS Declarations/Electronic Declarations Wildlife Inspector Interface shall allow the inspector to view all pending shipments at his/her port	LEMIS FRD OLE v1.2.doc

**TABLE 25: WILDLIFE IMPORT/EXPORT DATA CONTEXT DIAGRAM**

### Related Business Processes

The Wildlife Import/ Export data theme consist of three distinct business processes, as described in Table 26 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LEOs to conduct investigation and perform their duties. This process also includes the activities performed in the LEMIS system, such as creating a new case and linking relevant evidence to an investigation.	Create
Manage Case Related Property	Process of tracking and documenting all Wildlife Import/Export property and using proper disposition or retention methods according to policy and regulation guidelines.	Review
Declarations Management	The Process of tracking, inspecting, rejecting (flagging), and clearing wildlife shipments. The Officer is then able to link the LEMIS Declaration to the case report and include pertinent information from the declaration, such as importer/exporter and property data, including species classification.	Create

**TABLE 26: WILDLIFE IMPORT/EXPORT BUSINESS PROCESSES**

In order to create, manage, and review Wildlife Import/Exports, the LEMIS system follows specific business processes that support users in the investigation of Wildlife shipments. To start the process, a LEMIS case Officer must indicate the declaration status of any wildlife shipment. An undeclared shipment will result in a LE action and an opening of a new case in LEMIS. When the Officer opens the case, the LEMIS declaration record is linked to the case and key data elements from the declaration are transferred to the Officer's case to streamline the case data entry process. Since the nature of this case is a wildlife import/export refusal, the case Officer will prepare a Report of Refused Clearance to capture information pertaining to the shipment, such as importer/exporter data, property data, and species classification. Once a case has been created with a report of refused clearance, the case Officer must adhere to OLE policy to dispose of or retain the species that has been refused clearance. According to OLE policy, all property acquired as a result of investigative activity must be properly disposed of before the case Officer may close the case.

### Related Services

The LEMIS Wildlife Import/Export data theme is related to the following LEMIS Modules:



Service	Data Role	Description of Use	Interoperability Format
LEMIS Investigation (LEMIS subsystem)	Producer	The LEMIS Investigation Subsystem creates and manages all of the LEMIS Case information. This is the service that implements the Investigation Management business processes listed in the business processes section above.	Direct Data Query
LEMIS eDecs (LEMIS subsystem)	Consumer	The LEMIS eDecs Subsystem allows a third party to file an electronic version of the standard SF 3-177 form (Declaration for Importation or Exportation of Fish or Wildlife) with the port where the import/export will occur.	Direct Data Query
LEMIS Declarations (LEMIS subsystem)	Producer	The LEMIS Declaration subsystem is used to track, inspect, reject and clear wildlife shipments at ports of entry throughout the United States.	Direct Data Query
LEMIS Property subsystem (LEMIS subsystem)	Consumer	The LEMIS Property subsystem is used for the tracking and documenting of the wildlife import/export case property.	Direct Data Query
LEMIS eCAFRA (LEMIS subsystem)	Consumer	The eCAFRA module allows an Officer to comply with the CAFRA Act by streamlining the process for submitting necessary documentation and reports for any seized property at ports of entry.	Direct Data Query

TABLE 27: LEMIS WILDLIFE IMPORT/EXPORT SERVICES

A Wildlife Import/Export shipment must contain Form 3-177 in order to be considered for clearance. This form is submitted through eDecs by a third party and is then reviewed by a case Officer in the LEMIS Declaration subsystem. In the LEMIS Declarations subsystem, an Officer has the ability to classify the shipment as one of three categories: declared, undeclared or referred, and undeclared and found by FWS. Once the Officer has flagged a shipment and refused clearance, the LEMIS Declaration subsystem is then linked to the LEMIS Investigation subsystem so that a case can be opened and created. A Wildlife Import/Export Case shall contain a report of refused clearance that is filled out in the LEMIS Investigation subsystem. In addition to this step, the Officer must comply with the Civil Asset Forfeiture Reform Act of 2000 (CAFRA). The LEMIS eCAFRA module is fully integrated in the LEMIS Investigations subsystem and is designed to streamline the CAFRA process for OLE Officers. CAFRA notification letters are generated by LEMIS by pulling data entered in the LEMIS Declarations subsystem. Once this step has been completed, the LE Officer must link any property associated with the Wildlife Import/Export and identify the species classifications, as well as any additional information on how the property is being disposed of in accordance with OLE policy. Once this step has been completed, the Wildlife Import/Export case may then be closed.

### Related Performance Requirements

The business, data, and service requirements for Wildlife Import/Export information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the protection of Endangered Species.
16 USC Chapter 53 (Lacey Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the illegal taking of Fish and Wildlife.
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by the FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
28 CFR Part 23 Criminal Intelligence System	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal



Operating Policy		intelligence information
18 USC Chapter 3 - Animals, Birds, Fish and Plants	External	Defines the authority by which the FWS is allowed to investigate cases related to the shipment or importation of injurious mammals, birds, fish, and reptiles, as well as any hunting, fishing, or trapping causing disturbance or injury while on wildlife refuges.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.
16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the preservation, distribution, introduction, and restoration of game birds and other wild birds.
16 USC Chapter 31 - Marine Mammal Protection (Marine Mammal Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the conservation of marine mammals.
16 USC Chapter 5(b) - Wildlife Restoration	External	Defines the authority by which the FWS is allowed to investigate cases related to research, aid and regulation in order to protect wildlife species.
Civil Asset Forfeiture Reform Act of 2000 (CAFRA)	External	Defines the authority by which the FWS shall comply with when seizing property at ports of entry.

TABLE 28: LEMIS WILDLIFE IMPORT/EXPORT PERFORMANCE REQUIREMENTS

The management of Wildlife Import/Exports in LEMIS follows specific guidance based on laws and regulations identified in the OLE Chief's Directive A-28, 50 CFR, CAFRA, Migratory Bird Act, Marine Mammal Act, Lacey Act, 18 USC Chapter 3, and the Service Manual. These acts, policies, and regulations give the FWS the authority to inspect and refuse wildlife imports/exports and to initiate an investigation based on the requirements that wildlife imports/exports must comply with in order to be cleared.

## LEMIS Wildlife Species

### Description

The LEMIS Wildlife Species data theme entails all codes and classifications associated with different types of species including plants and animals. A LEO must use the LEMIS system to indicate which general category of wildlife species are involved in an investigation: Native or Foreign. The LEMIS system then tracks each species type through the system with a unique species code that is generated from SPITS.

In addition to the Wildlife Species theme, there are additional LEMIS data themes that are interrelated to this theme. These related themes include:

- LEMIS Property - Most property acquired in the course of an investigation is either Wildlife, or is an item composed of Wildlife parts.
- LEMIS Case - Most case related property (evidence) is related to Wildlife Species and/or parts.
- LEMIS Bird Fatality - Bird Fatality incidents involve a distinguished Wildlife Species.
- LEMIS Wildlife Import/Export - Any Wildlife imported or exported that is refused clearance at any port of entrance is generally a distinct form of Wildlife Species.



## Data Context

The Wildlife Species data theme is associated with three business processes supporting management of Wildlife Species. The key element associated with a Wildlife Species is the FWS species code. As a data theme, Wildlife Species are also related to the following themes described in this section, including LEMIS Case, LEMIS Wildlife Import/Export, LEMIS Property, and five services. This section provides a complete description of the Wildlife Species data theme, its Performance, business, and service perspectives, and the associated requirements.

Performance [Mission Requirements] Perspective					
	Related Enactment				
	16 USC Chapter 35 - Endangered Species (Endangered Species Act)				
	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)				
	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)				
	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)				
	16 USC Chapter 5(b) - Wildlife Restoration				
	16 USC Chapter 31 - Marine Mammal Protection (Marine Mammal Act)				
	16 USC Chapter 23 - National Wildlife Preservation System				
	Civil Asset Forfeiture Reform Act of 2000 (CAFRA)				
	18 USC Chapter 3 - Animals, Birds, Fish and Plants				
	50 CFR Wildlife and Fisheries				
	FWS Service Manual				
Business [Process] Perspective					
Process Name	CRUD Function	Actors	BRM Mapping		
Strategic Planning	Review	53	59, 74		
Case Management	Review	7, 9, 10, 36	10, 11, 12, 13, 26, 52, 53, 54		
Wildlife Species Tracking	Create	7, 9, 10	9, 12, 37, 42, 45		
Data [Business] Perspective					
	Data Theme:	LEMIS Wildlife Species			
	Data Subject Area:	Resource Data			
	Description:	Wildlife classified as native or foreign species, and dead or alive			
	Related Themes:	LEMIS Wildlife Imports/Exports, LEMIS Bird Fatality Incident, LEMIS Property, LEMIS Case			
	Key Elements:	FWS Species Code			
	Data Owners:	LEMIS Zone LE Officer			
		LEMIS Case Officer			
		LEMIS Regional LE Officer			
		Wildlife Inspector (LEMIS user)			
Service [Applications] Perspective					
System Name	Data Role	Managing Org	Interoperability Format		
LEMIS	Both	FWS OLE	Direct Data Query		
LEMIS eDecs (LEMIS subsystem)	Producer	FWS OLE	Direct Data Query		
LEMIS Investigation (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query		
SPITS	Producer	FWS OLE	Direct Data Query		
LEMIS eCAFRA (LEMIS subsystem)	Consumer	FWS OLE	Direct Data Query		



LEMIS Declarations (LEMIS subsystem)	Consumer	FWS OLE	Hard Copy
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Associated Requirements			
ReqID	Type	Requirement	Source
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)
133	Performance	The FWS shall submit to Congress (by Jan 15th, annually) preceding fiscal year data pertaining to: a species-by-species accounting of Federal and State (grants) funds expended to conserve endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)
134	Performance	DOI shall enforce laws dealing with fish and wildlife (including non-endangered species) including the import, export, possessions, sale, delivery, etc. of any fish or wildlife species governed by law	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)
135	Performance	The duties and powers of the Department of the Interior include the preservation, distribution, introduction, and restoration of game birds and other wild birds.	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)
136	Performance	After an investigation, the Interior shall determine that all evidences/property are compatible with the preservation of the bald/golden eagle to permit the taking, possession, and transportation of specimens thereof for the scientific / exhibition prop	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)
141	Performance	The DOI shall support FWS by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
145	Performance	DOI shall support the wildlife restoration act through research, aide and regulation in order to protect wildlife species	16 USC Chapter 5(b) - Wildlife Restoration
148	Performance	The DOI shall enforce laws in relation to the shipment or importation of injurious mammals, birds, fish, and reptiles as well any hunting , fishing, trapping causing disturbance or injury while on wildlife refuges	18 USC Chapter 3 - Animals, Birds, Fish and Plants
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	50 CFR Wildlife and Fisheries
155	Performance	The FWS shall preserve and maintain wildlife species (including plants, birds, endangered species) as well as their habitat	50 CFR Wildlife and Fisheries
275	Performance	The DOI shall promote the conservation of exotic birds by assisting conservation programs, limiting and or prohibiting imports of exotic birds, ensure trade is biologically sustainable, and supporting effective implementation of the Convention	16 USC Chapter 69 - Wild Exotic Bird Conservation (Wild Bird Conservation Act)
478	Performance	Inspections of wildlife imports and exports must comply with the policies and procedures outlined in the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1 50 CFR Part 14
479	Performance	Documentation of Wildlife Imports and Exports must be authentic, valid, and consistent, and developed in accordance with the FWS Service Manual Part 443	FWS Service Manual Part 443 FW 1, 1.5
430	Business	LEMIS eDec shall provide a species search tool to assist the user in looking up scientific name information (genus, species, subspecies, specific common name, generic common name)	LEMIS FRD OLE v1.2.doc
480	Business	LE Officers submit a 3-177 Form (Declaration for Importation or Exportation of Fish or Wildlife) to be entered into LEMIS, once a shipment has passed inspection	FWS Service Manual Part 443 FW 1, 1.12
481	Business	When Service officers refuse clearance of a shipment or part of a shipment, they must enter the data from Form 3-177 and investigation data into LEMIS	FWS Service Manual Part 443 FW 1, 1.17
260	Data	A LEMIS property shall have a property description for wildlife of Genus	LEMIS Gap Analysis_FWSOLE.v2.0.doc



Associated Requirements				
ReqID	Type	Requirement		Source
261	Data	A LEMIS property shall have a property description for wildlife of Species		LEMIS Gap Analysis_FWSOLE.v2.0.doc
262	Data	A LEMIS property shall have a property description for wildlife of Subspecies		LEMIS Gap Analysis_FWSOLE.v2.0.doc
263	Data	A LEMIS property shall have a property description for wildlife of Specific Common Name		LEMIS Gap Analysis_FWSOLE.v2.0.doc
264	Data	A LEMIS property shall have a property description for wildlife of Generic Common Name		LEMIS Gap Analysis_FWSOLE.v2.0.doc
265	Data	A LEMIS property shall have a property description for wildlife of Class		LEMIS Gap Analysis_FWSOLE.v2.0.doc
266	Data	A LEMIS property shall have a property description for wildlife of Order		LEMIS Gap Analysis_FWSOLE.v2.0.doc
267	Data	A LEMIS property shall have a property description for wildlife of Family		LEMIS Gap Analysis_FWSOLE.v2.0.doc
268	Data	A LEMIS property shall have a property description for wildlife of USFWS Species Code		LEMIS Gap Analysis_FWSOLE.v2.0.doc
269	Data	A LEMIS property shall have a property description for wildlife of Wildlife description/Origin		LEMIS Gap Analysis_FWSOLE.v2.0.doc
429	Service	LEMIS eDec shall provide a link to the FWS/OLE home page and allow users to manage their own accounts		LEMIS FRD OLE v1.2.doc
449	Service	LEMIS Declaration to LEMIS Property module shall electronically tie without additional data entry all wildlife-related property between the Electronic Declarations system, the Declarations system, and the relative LEMIS Investigative case and report		LEMIS FRD OLE v1.2.doc

TABLE 29: WILDLIFE SPECIES DATA CONTEXT DIAGRAM

### Related Business Processes

The LEMIS Wildlife Species data theme consists of three distinct business processes, as described in Table 30 below.

Process Name	Description	Data Functions
Case Management	This business process allows a LE Officer to create and manage a LEMIS Case. The LEMIS Case can then be tied to any Wildlife Species associated to the case as evidence or property with specific specie information.	Review
Strategic Planning	This business process allows FWS to track Wildlife Species involved when an investigative record is created to the OLE Strategic Plan elements.	Review
Wildlife Species Tracking	This business process allows a LE Officer to maintain and update relevant species information.	Review

TABLE 30: WILDLIFE SPECIES BUSINESS PROCESSES

In order to manage Wildlife Species, the LEMIS system follows certain business processes that allow users to input and track Wildlife Species information. A Wildlife Species is not necessarily always associated to a case. A LE Officer may use a Wildlife Species tracking process to continuously update and maintain relevant species information as well as the codes generated from the Service Permits Issuance Tracking System (SPITS). In the circumstance that a Wildlife Species is tied to a case, the LE Officer can then link the Wildlife Species to the case while populating critical information including: Wildlife Species code, description, origin and taxonomic information. FWS also has the ability to track Wildlife Species involved with investigative records to generate Performance Measure Inputs based off of the OLE Strategic Plan.



## Related Services

LEMIS Wildlife Species is tied to four LEMIS subsystems. The different modules include:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Investigation (LEMIS subsystem)	Consumer	The LEMIS Investigation Subsystem is the primary creator of LEMIS Case information. This is the service that implements the Case Creation business processes listed in the business processes section above and has the ability to link related Wildlife Species to a case.	Direct Data Query
LEMIS eDecs (LEMIS subsystem)	Producer	The LEMIS eDecs Subsystem allows a third party to file an electronic version of the standard SF 3-177 form (Declaration for Importation or Exportation of Fish or Wildlife) with the port where the import/export will occur. This form notifies FWS that an external party is attempting to import/export Wildlife Species.	Direct Data Query
LEMIS Declarations (LEMIS subsystem)	Consumer	The LEMIS Declaration subsystem is used to track, inspect, reject and clear Wildlife Species shipments at ports of entry throughout the United States.	Direct Data Query
SPITS (LEMIS subsystem)	Producer	SPITS is a database that regularly sends updates on Wildlife Species codes and regulations to LEMIS system.	Direct Data Query
LEMIS eCAFRA (LEMIS subsystem)	Consumer	The eCAFRA module allows an officer to comply with the CAFRA Act by streamlining the process for submitting necessary documentation and reports for any seized property at ports of entry.	Direct Data Query

**TABLE 31: WILDLIFE SPECIES RELATED SERVICES**

Wildlife Species that are imported or exported must contain Form 3-177 in order to be considered for clearance. This form is submitted through eDecs by a third party and is then reviewed by a case officer in the LEMIS Declaration subsystem. The LEMIS Declarations subsystem allows an Officer to refuse or approve clearance of Wildlife Species. When imported/exported property is seized, the case officer must comply with the Civil Asset Forfeiture Reform Act of 2000 (CAFRA). The LEMIS eCAFRA module is fully integrated in the LEMIS Investigations subsystem and is designed to streamline the CAFRA process for OLE officers. CAFRA notification letters are generated by LEMIS via a data pull from the LEMIS Declarations subsystem, including case management, subject, property, violation, and report of refused clearance data. When an officer has flagged a shipment and refused clearance, the LEMIS Declaration subsystem is then linked to the LEMIS Investigation subsystem so that a case can be opened and created. Once a case has been opened, an officer can then link related Wildlife Species (evidence) to the case by populating relevant information. All Wildlife Species that are tracked through LEMIS eDecs and LEMIS Declarations have a clear tie to the external SPITS system for regular Wildlife Species codes and regulations updates.

## Related Performance Requirements

The business, data, and service requirements for Wildlife Species information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to the protection of Endangered Species.
16 USC Chapter 53 (Lacey Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to the illegal taking of Fish and Wildlife.
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.



16 USC Chapter 23 - National Wildlife Preservation System	External	Defines the authority by which the FWS is allowed to investigate cases related to the National Wilderness Preservation System.
18 USC Chapter 3 - Animals, Birds, Fish and Plants	External	Defines the authority by which the FWS is allowed to enforce regulations related to the shipment or importation of injurious mammals, birds, fish, and reptiles as well any hunting, fishing, trapping causing disturbance or injury while on wildlife refuges.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.
16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to the preservation, distribution, introduction, and restoration of game birds and other wild birds.
16 USC Chapter 31 - Marine Mammal Protection (Marine Mammal Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to the conservation of marine mammals.
16 USC Chapter 5(b) - Wildlife Restoration	External	Defines the authority by which the FWS is allowed to enforce regulations related to research, aide and regulation in order to protect wildlife species.
16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to the Eagle Protection Act.
Civil Asset Forfeiture Reform Act of 2000 (CAFRA)	External	Defines the authority by which the FWS shall comply with when seizing property at ports of entry.

**TABLE 32: LEMIS WILDLIFE SPECIES PERFORMANCE REQUIREMENTS**

The management of Wildlife Species in LEMIS follows specific guidance based on laws and regulations identified in the Endangered Species Act, the Lacey Act, CAFRA, 50 CFR, the Marine Mammal Act, the Migratory Bird Treaty Act and the FWS Service Manual. These acts, policies, and regulations give the FWS the authority to manage Wildlife Species while describing the rules and requirements that all FWS personnel must comply with while performing their duties.

## Cooperating Private Individuals (CPI)

### Description

The CPI data theme consists of data collected in relation to individuals identified as persons who are aiding the FWS in the investigation of a specific case. Included in the data theme are all pieces of data relevant to a confidential source, including identifying information, results of background checks, uploaded agreements, etc. Given the extremely sensitive nature of this information, data related to CPIs is strictly confidential and its access is controlled to ensure the safety of both Officers and cooperating individuals. The authorization, payment, and release of funds to individuals with information supporting or leading to a case is required to follow strict regulations and policies, as explained in the Performance requirements section below. The LEMIS CPI data theme is associated with the following data themes:



- LEMIS Case – A CPI may provide information that leads to the initiation of an investigation and the creation of a LEMIS case.
- LEMIS Criminal Intelligence Information – A Cooperating Private Individual may have information that supports or leads to a criminal investigation and would therefore be classified as an Intelligence Record.

## Data Context

The CPI data context diagram indicates that there are two primary business processes associated with Cooperating Private Individuals. This data theme is directly related to investigation management and criminal intelligence management. The key element associated with a CPI is the name of the individual. Related data themes include LEMIS Case and LEMIS Criminal Intelligence Information. Due to the sensitive nature of the information handled by this data theme, LEMIS contains a stand-alone sub-module for Cooperating Private Individuals. This system possesses linkages to the Investigation and Intelligence subsystems in LEMIS. The Performance, business, and service perspectives, as well as the respective requirements for the CPI data theme are provided in the data context diagram.

Performance [Mission Requirements] Perspective				
		Related Enactment		
		16 USC Chapter 9 - Fish and Wildlife Service (Airborne Hunting )		
		28 CFR Criminal Intelligence System Operating Policy		
		16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)		
		16 USC Chapter 35 (Endangered Species Act)		
		Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]		
		FWS Service Manual		
Business [Process] Perspective				
Process Name		CRUD Function	Actors	BRM Mapping
Investigation Management		Review	7, 9, 10, 36	10, 11, 12, 13, 26, 52, 53, 54
Criminal Intelligence Management		Create	7, 9, 10, 57	12, 14, 40, 41
Data [Business] Perspective				
		Data Theme:	LEMIS Cooperating Private Individual	
		Data Subject Area:	Investigation Data	
		Description:	Information that is provided in regards to an incident or case	
		Related Themes:	LEMIS Case, LEMIS Criminal Intelligence Information	
		Key Elements:	Name	
		Data Owners:	LEMIS Zone LE Officer	
			LEMIS Case Officer	
			LEMIS Regional LE Officer	
Service [Applications] Perspective				
System Name		Data Role	Managing Org	Interoperability Format
LEMIS		Both	FWS OLE	Direct Data Query
LEMIS Investigation (LEMIS subsystem)		Consumer	FWS OLE	Direct Data Query
LEMIS Intelligence (LEMIS subsystem)		Consumer	FWS OLE	Direct Data Query
LEMIS Cooperating Private Individual Module (LEMIS subsystem)		Producer	FWS OLE	Direct Data Query

## Associated Requirements



ReqID	Type	Requirement	Source
141	Performance	The DOI shall support FWS by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
274	Performance	The DOI shall be in compliance that all criminal intelligence systems operating through support under the Omnibus Crime Control and Safe Streets Act	28 CFR Criminal Intelligence System Operating Policy
387	Performance	LEMIS Intelligence subsystem shall conforms to 28 CFR Part 23 and maintains criminal intelligence information only if there is reasonable suspicion of criminal activity or the Information is relevant to that activity or conduct	LEMIS FRD OLE v1.2.doc
407	Performance	LEMIS Intelligence subsystem shall conform to Information and record retention guidelines in 28 CFR Part 23 which state that the maximum retention period is five years with the option of one year and 90 days for any information that is not updated	LEMIS FRD OLE v1.2.doc
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]
467	Performance	Payment of funds to individuals with information or evidence concerning violations of law administered by FWS in excess of \$1,000 per individual shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (2)
468	Performance	Payment of funds to individuals with confidential, miscellaneous, or emergency purchases for LE activities in excess of \$1,000 shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (3)
470	Performance	The use of special funds by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 1	FWS Service Manual Part 450 FW 1
471	Performance	The payment of rewards by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 2	FWS Service Manual Part 450 FW 2
377	Business	LEMIS Cooperating Private Individuals module shall track and manage information from the service control or information relative to an investigation	LEMIS FRD OLE v1.2.doc
406	Business	LEMIS Intelligence subsystem shall allow the FWS/OLE Intelligence Unit to formally disseminate Intelligence records according to applicable restrictions that apply	LEMIS FRD OLE v1.2.doc
378	Data	LEMIS CPI module shall contain results of background checks	LEMIS FRD OLE v1.2.doc
379	Data	LEMIS CPI module shall contain identifying information	LEMIS FRD OLE v1.2.doc
380	Data	LEMIS CPI module shall contain uploaded agreements and other relevant documents	LEMIS FRD OLE v1.2.doc
381	Service	The LEMIS CPI module shall have strictly controlled access to ensure safety of USFWS officers	LEMIS FRD OLE v1.2.doc

TABLE 33: CPI DATA CONTEXT DIAGRAM

### Related Business Processes

The LEMIS Cooperating Private Individual data theme consists of two distinct business processes, as described in Table 34 below.

Process Name	Description	Data Functions
Investigation Management	The support of an individual may lead to, or support an existing, investigation. Cooperating Private Individuals play a vital role in the acquisition of information or evidence that supports a FWS investigation.	Review
Criminal Intelligence Management	This business process allows Officers to classify information provided by a cooperating individual as criminal intelligence, generating a link to an intelligence record.	Create

TABLE 34: COOPERATING PRIVATE INDIVIDUALS BUSINESS PROCESSES

The process of handling a CPI's data is based on tracking and managing individuals' names and the respective information and/or support they provide to LE Officers. CPIs can be linked to a specific case (or multiple cases) for which they provide supporting information or cooperation, playing an important role in aiding an investigation. CPIs may also provide information that supports the



investigation and potential prosecution of a criminal case. In those instances, the CPI data is linked to criminal intelligence management.

### Related Services

The LEMIS Cooperating Private Individual links to the following subsystems:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Investigation (LEMIS subsystem)	Consumer	The LEMIS Investigation Subsystem consumes data from the CPI subsystem by linking information provided by individuals with the respective investigative efforts.	Direct Data Query
LEMIS Intelligence (LEMIS subsystem)	Consumer	The LEMIS Intelligence subsystem consumes CPI information by providing linkages between the incoming information from cooperating private individuals and the Intelligence subsystem in LEMIS.	Direct Data Query
LEMIS Cooperating Private Individuals Module (LEMIS subsystem)	Producer	The LEMIS CPI Module is the primary creator of LEMIS CPI information. This subsystem links specific individual identified as persons who are aiding the FWS in the investigation of a specific case to the respective active cases.	Direct Data Query

**TABLE 35: LEMIS COOPERATING PRIVATE INDIVIDUAL RELATED SERVICES**

The LEMIS CPI module is composed primarily of information related to the person supporting or leading to a FWS investigation. The individual's identifying information, results of background check, uploaded agreements, and other relevant information is entered into LEMIS Cooperating Private Individuals module, along with the intelligence the person is providing to a LEO. Based on the information provided, the CPI data is linked to the Intelligence subsystem and/or the Investigation subsystem, which are consumers of CPI data.

### Related Performance Requirements

The business, data, and service requirements for LEMIS CPI information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the protection of Endangered Species
16 USC Chapter 53 (Lacey Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the illegal taking of Fish and Wildlife
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
Fish and Wildlife Improvement Act of 1978	Internal	Authorizes the Secretaries of the Interior and Commerce to establish, conduct, and assist with national training programs for State fish and wildlife LE personnel
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 36: LEMIS CPI PERFORMANCE REQUIREMENTS**

The management of Cooperating Private Individuals information is regulated by the Endangered Species Act, the Lacey Act, the Fish and Wildlife Improvement Act and the FWS Manual. Each of these



Performance requirements ensure that the handling of cooperating individuals personal information, as well as the confidential information they supply, is conducted according to constitutional rights as well as regulations imposed upon LE agencies. For specific information related to each of the specific acts, policies, rules, or regulations, please review the specific guidance put forth by each authority source.

## Forensic Analysis

### Description

The Forensic Analysis data theme covers the results from a lab analysis request that is generated from data pulled from the Officer's LEMIS case. This data is used to populate an Evidence Submittal Form and Examination Request submitted to the lab. A LE Officer may make a request for forensic analysis of any property items that has been retained by the OLE. In addition to the Forensic Analysis data theme, there are additional LEMIS data themes that are associated with this theme's life cycle. These additional data themes include:

- LEMIS Case – A LEMIS case does not always have evidence. However, if evidence is associated with a LEMIS case, a request for forensic analysis may be submitted. If forensic analysis is requested, information from the Lab Submittal Form is then automatically uploaded from the Forensics Lab into the Officer's case.
- LEMIS Property (Evidence) – Evidence related to a case may be submitted for Forensic Analysis.
- LEMIS Wildlife Species – Forensic Analysis may be conducted on Wildlife Species seized or abandoned that have been retained by FWS.
- LEMIS Officer – A case Officer may submit an Evidence Submittal Form and Examination Request to the lab for any relevant property items.

### Data Context

The Forensic Analysis data context diagram illustrates the two business processes supporting the management of Forensic Analysis. The key elements associated with Forensic Analysis are the lab tracking number and the case number. As a data theme, Forensic Analysis is related to several other themes described in this section and two services (LEMIS and LEMIS Investigation subsystems). This section provides a complete description of the Forensic Analysis data theme including Performance, business, and service perspectives, as well as the associated requirements.



Performance [Mission Requirements] Perspective			
		<b>Related Enactment</b>	
		16 USC Chapter 35 - Endangered Species (Endangered Species Act)	
		16 USC Chapter 5(b) - Wildlife Restoration	
		16 USC Chapter 53 (Lacey Act)	
		16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )	
		16 USC Chapter 23 - National Wildlife Preservation System	
		18 USC Chapter 3 - Animals, Birds, Fish and Plants	
		FWS Service Manual	

Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
Investigation Management	Review	7, 9, 10, 36	10, 11, 12, 13, 26, 52, 53, 54
Request / Receive Forensic Analysis	Create	63	22, 53

Data [Business] Perspective			
	<b>Data Theme:</b>	Forensic Analysis	
	<b>Data Subject Area:</b>	Investigation Data	
	<b>Description:</b>	Proper identification of wildlife at Clark R. Bavin National Fish and Wildlife Forensics Laboratory in Ashland, Oregon	
	<b>Related Themes:</b>	LEMIS Case, LEMIS Wildlife Species, LEMIS Officer, LEMIS Property (Evidence)	
	<b>Key Elements:</b>	Lab Tracking Number	
	<b>Data Owners:</b>	LEMIS Case Officer	
		Forensic Analysis Specialist	

Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LEMIS	Both	FWS OLE	Direct Data Query
LEMIS Investigation (LEMIS subsystem)	Producer	FWS OLE	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)
136	Performance	After an investigation, the Interior shall determine that all evidences/property are compatible with the preservation of the bald/golden eagle to permit the taking, possession, and transportation of specimens thereof for the scientific / exhibition prop	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)
141	Performance	The DOI shall support FWS by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
144	Performance	The Department of Interior shall provide state-of-the-art management, protection, and interpretation of and research on the resources of the National Park System through LE, training programs, etc.	16 USC Chapter 79 - National Park Service Management
145	Performance	DOI shall support the wildlife restoration act through research, aide and regulation in order to protect wildlife species	16 USC Chapter 5(b) - Wildlife Restoration



Associated Requirements			
ReqID	Type	Requirement	Source
148	Performance	The DOI shall enforce laws in relation to the shipment or importation of injurious mammals, birds, fish, and reptiles as well as any hunting, fishing, trapping causing disturbance or injury while on wildlife refuges	18 USC Chapter 3 - Animals, Birds, Fish and Plants
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	50 CFR Wildlife and Fisheries
385	Performance	LEMIS USFWS Forensic Laboratory Support Request shall conform to standard Evidence Submittal Form and Examination Request	LEMIS FRD OLE v1.2.doc
485	Performance	The collection, packaging, and shipment of evidence to the Clark R. Bavin National Fish and Wildlife Forensics Laboratory (Lab) in Ashland, Oregon, shall comply with guidance provided by the FWS Service Manual Part 448 FW 1	FWS Service Manual Part 448 FW 1
455	Business	LEMIS Investigation system shall track and manage forensic analysis results via the Examination Request Form	LEMIS FRD OLE v1.2.doc
233	Data	A LEMIS property shall have the ability to link to USFWS forensic lab requests and reports	LEMIS Gap Analysis_FWSOLE.v2.0.doc
238	Data	A LEMIS Case shall track OLE Strategic Plan element of Forensic Lab Support	LEMIS Gap Analysis_FWSOLE.v2.0.doc
386	Service	LEMIS Support Request from the Lab Submittal form is automatically uploaded from the Forensics Lab into the officer's case	LEMIS FRD OLE v1.2.doc

**TABLE 37: FORENSIC ANALYSIS DATA CONTEXT DIAGRAM**

### Related Business Processes

The Forensic Analysis theme consists of two distinct business processes, as described in Table 38 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigation and perform their duties. This process also includes the activities performed in the LEMIS system, such as creating a new case and linking relevant evidence to an investigation.	Review
Request/Receive Forensic Analysis	This business process allows case Officers to request and receive forensic analysis results related to a case.	Create

**TABLE 38: FORENSIC ANALYSIS BUSINESS PROCESS**

In order to manage Forensic Analysis, the case Officer must file an Evidence Submittal Form and Examination Request for a particular property item to receive forensic analysis, and then they must mail that property piece to the lab. This form has the ability to be processed through a LEMIS Case to the forensic analysis lab; however, it is not required to be submitted through this method. The lab will then process the request and examine any evidence and or property. Once the analysis has been completed, the forensic lab will automatically upload the Lab Submittal Form results into the Officer's case, or can send them directly to the Officer who requested the analysis.

### Related Services

The LEMIS Forensic Analysis data theme is related to the following LEMIS Module:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Investigation	Producer	The LEMIS Investigation Subsystem is the primary creator of LEMIS Case information. This is the service that implements the Case	Direct Data Query



(LEMIS subsystem)	Creation business processes listed in the business processes section above.
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**TABLE 39: LEMIS FORENSIC ANALYSIS SERVICE**

Forensic Analysis is generated through the LEMIS Investigation subsystem. When an Officer opens a case, he or she has the ability to request a forensic analysis report for evidence tied to a specific case. The Forensic Analysis lab will then fulfill the request and process the results back into the Officer's case via the case number.

### Related Performance Requirements

The business, data, and service requirements for Forensic Analysis are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the protection of Endangered Species.
16 USC Chapter 53 (Lacey Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the illegal taking of Fish and Wildlife.
18 USC Chapter 3 - Animals, Birds, Fish and Plants	External	Defines the authority by which the FWS is allowed to investigate cases related to the shipment or importation of injurious mammals, birds, fish, and reptiles, as well as any hunting, fishing, or trapping causing disturbance or injury while on wildlife refuges.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.
16 USC Chapter 9 - Fish and Wildlife Service (Airborne Hunting Act)	External	Defines the authority by which the FWS is allowed to investigate cases and enforce regulations; including making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species.
16 USC Chapter 23 - National Wildlife Preservation System	External	Defines the authority by which the FWS is allowed to investigate cases related to the National Wilderness Preservation System.
16 USC Chapter 5(b) - Wildlife Restoration	External	Defines the authority by which the FWS is allowed to investigate cases related to the research, aide and regulation in order to protect wildlife species.

**TABLE 40: LEMIS FORENSIC ANALYSIS PERFORMANCE REQUIREMENTS**

The management of Forensic Analysis in LEMIS follows specific guidance based on laws and regulations identified in the Endangered Species Act, the Airborne Hunting Act, the Lacey Act and the FWS Service Manual. These acts, policies and regulations provide the FWS with the rules and requirements that all FWS personnel must comply with to perform their duties while conducting an investigation that requires forensic analysis to take place.

### Bird Fatality Incident

#### Description

The Bird Fatality Incident data theme consists of external Utility companies filing a report through the Bird Fatality outward facing subsystem when a bird has been injured or killed via a utility line. This report captures precisely what happened to the bird, where it happened, and what actions the utility



company plans on taking to prevent this type of incident from occurring again. A special agent is notified once this report has been submitted for a LEMIS Bird Fatality Incident and will then review the report as well as any uploaded photographs. The special agent can then determine if any actions need to be implemented in relation to the incident, for example beginning a new investigation.

The Bird Fatality Incident data theme can also be related to the following LEMIS data themes:

- LEMIS Case – A Bird Fatality Incident can be the result of an Officer opening a LEMIS Case Investigation.
- Wildlife Species – A Bird Fatality Incident is the reporting of executed birds, and therefore is a specific type of Wildlife Species.
- Forensic Analysis – When a Bird Fatality Incident occurs, a LE Officer has the ability to submit a form for forensic analysis results through a LEMIS Case.
- LEMIS Property (Evidence) – A Bird Fatality Incident results in bird carcasses or parts that can become Case Evidence.

## Data Context

The Bird Fatality Incident data context diagram indicates that there are four business processes associated with this data theme. Bird Fatality is directly related to Investigation Management, Strategic Planning and Bird Fatality Management. The key element associated with Bird Fatality Incidents is the Bird Fatality report reference number. The Bird Fatality Incidents data theme is related to several other themes described in this section, including LEMIS Case, Wildlife Species, Forensic Analysis, LEMIS Property, as well as three services (LEMIS and two other subsystems of LEMIS).

Performance [Mission Requirements] Perspective				
		Related Enactment		
	16 USC Chapter 35 - Endangered Species (Endangered Species Act)			
	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)			
	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )			
	18 USC Chapter 3 - Animals, Birds, Fish and Plants			
	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)			
	16 USC Chapter 5(b) - Wildlife Restoration			
	16 USC Chapter 69 - Wild Exotic Bird Conservation (Wild Bird Conservation Act)			
	FWS Service Manual			
Business [Process] Perspective				
Process Name	CRUD Function	Actors		BRM Mapping
Investigation Management	Create	7, 9, 10, 36		10, 11, 12, 13, 26, 52, 53, 54
Manage Case-related Property	Review	7, 9, 10, 17, 44		9, 16, 17, 37, 45
Strategic Planning	Review	53		59, 74
Bird Fatality Incident Management	Review	7, 10, 18, 36		12, 28, 53
Data [Business] Perspective				
	Data Theme:		LEMIS Bird Fatality Incident	
	Data Subject Area:		Investigation Data	
	Description:		Incident reporting system specific to migratory birds	
	Related Themes:		LEMIS Case, LEMIS Wildlife Species, LEMIS Forensic Analysis,	



			LEMIS Property	
		Key Elements:	Bird fatality report reference number	
		Data Owners:	LEMIS Case Officer	
			LEMIS Wildlife Inspector	
			LEMIS Special Agents	
Service [Applications] Perspective				
	System Name	Data Role	Managing Org	Interoperability Format
LEMIS		Both	FWS OLE	Direct Data Query
LEMIS Investigation (LEMIS subsystem)		Consumer	FWS OLE	Direct Data Query
LEMIS Bird Fatality (LEMIS subsystem)		Producer	FWS OLE	Direct Data Query

Associated Requirements				
ReqID	Type	Requirement	Source	
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)	
134	Performance	DOI shall enforce laws dealing with fish and wildlife (including non-endangered species) including the import, export, possessions, sale, delivery, etc. of any fish or wildlife species governed by law	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)	
135	Performance	The duties and powers of the Department of the Interior include the preservation, distribution, introduction, and restoration of game birds and other wild birds.	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)	
136	Performance	After an investigation, the Interior shall determine that all evidences/property are compatible with the preservation of the bald/golden eagle to permit the taking, possession, and transportation of specimens thereof for the scientific / exhibition purpose	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)	
155	Performance	The FWS shall preserve and maintain wildlife species (including plants, birds, endangered species) as well as their habitat	50 CFR Wildlife and Fisheries	
275	Performance	The DOI shall promote the conservation of exotic birds by assisting conservation programs, limiting and or prohibiting imports of exotic birds, ensure trade is biologically sustainable, and supporting effective implementation of the Convention	16 USC Chapter 69 - Wild Exotic Bird Conservation (Wild Bird Conservation Act)	
385	Performance	LEMIS USFWS Forensic Laboratory Support Request shall conform to standard Evidence Submittal Form and Examination Request	LEMIS FRD OLE v1.2.doc	
460	Performance	The Department of Interior shall determine that it is compatible with the preservation of the bald eagle or the golden eagle to permit the taking, possession, and transportation of specimens thereof for the scientific or exhibition purposes of public muse	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)	
485	Performance	The collection, packaging, and shipment of evidence to the Clark R. Bavin National Fish and Wildlife Forensics Laboratory (Lab) in Ashland, Oregon, shall comply with guidance provided by the FWS Service Manual Part 448 FW 1	FWS Service Manual Part 448 FW 1	
486	Performance	The packaging and shipment of eagles to the National Eagle Repository in Commerce City, Colorado, shall comply guidance provided by the FWS Service Manual Part 448 FW 2	FWS Service Manual Part 448 FW 2	



Associated Requirements			
ReqID	Type	Requirement	Source
162	Business	LEMIS shall have the ability to create, review, update and delete Cases	LEMIS Gap Analysis_FWSOLE.v2.0.doc
179	Business	A LEMIS case shall have the ability to implement Multicase Linking Options	LEMIS Gap Analysis_FWSOLE.v2.0.doc
182	Business	LEMIS shall have the ability to create, update and manage Case Reports	LEMIS Gap Analysis_FWSOLE.v2.0.doc
499	Service	LEMIS Bird Fatality Management shall interface with the LEMIS investigation module	Interview
500	Service	LEMIS Bird Fatality Module shall be outward facing to the public to allow utility companies to file reports in observance of fatal bird accidents	Interview

**TABLE 41: BIRD FATALITY INCIDENT DATA CONTEXT DIAGRAM**

### Related Business Processes

The Bird Fatality Incident data theme consists of three distinct business processes, as described in Table 42 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigation and perform their duties. This process also includes the activities performed in the LEMIS system, such as creating a new case, linking relevant evidence to an investigation, and handling other processes related to case management.	Review
Manage Property (Case Related and LE Assets)	The process of tracking and documenting Bird Fatality Incidents, and related property.	Review
Bird Fatality Incident Management	This business process entails the managing and updating all bird fatality incidents that are submitted in the LEMIS system	Create
Strategic Planning	This business process allows FWS to track Bird Fatality Incidents, which is an important element in the Performance measure inputs according to the strategic plan.	Review

**TABLE 42: BIRD FATALITY INCIDENT BUSINESS PROCESSES**

In order to create, manage, and review Bird Fatality Incidents, a special agent will be notified of a report sent in from a third party source. The special agent can then examine the report and determine if a case needs to be opened in order to start an investigation in regards to the incident. Once a case has been created, the Officer then has the ability to request for forensic analysis by filing an Evidence Submittal Form and Examination Request for any evidence related to the case. In all Bird Fatality Incidents there will be case related property (evidence of bird parts) that needs to be tracked and documented in the LEMIS system. The special agent will determine if the evidence can be retained in a storage warehouse or if the property should be properly disposed of in compliance with DOI policy. Bird Fatality Incidents are Performance measure inputs that are assessed in accordance to the OLE Strategic Plan.

### Related Services

The Bird Fatality Incident data theme is related to the following LEMIS Modules:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Investigation	Consumer	The LEMIS Investigation subsystem is the primary creator of LEMIS Case information. This is the service that implements the Case	Direct Data Query





(LEMIS subsystem)		Creation business processes listed in the business processes section above.	
LEMIS Bird Fatality (LEMIS Subsystem)	Producer	The LEMIS Bird Fatality subsystem is used to manage Bird Fatality Incidents. It allows third party users to upload and submit reports via an external website that is linked to the LEMIS system allowing special agents to be notified of the report.	Direct Data Query

**TABLE 43: LEMIS BIRD FATALITY INCIDENT SERVICE**

Bird Fatality Incidents are generated through the LEMIS Bird Fatality subsystem. An outside utility company is able to process a report through an external module, which then links the report to the internal LEMIS modules. LEMIS will notify a special agent when an incident occurs. On specific occasions a Bird Fatality Incident can require specific actions to be taken by a special agent that requires the opening of a new LEMIS Case. When this situation occurs, the Officer will then create a new case linking the Bird Fatality Incident to the LEMIS Investigation subsystem.

### Related Performance Requirements

The business, data, and service requirements for Bird Fatality Incidents are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the protection of Endangered Species
16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the preservation, distribution, introduction, and restoration of game birds and other wild birds
18 USC Chapter 3 - Animals, Birds, Fish and Plants	External	Defines the authority by which the FWS is allowed to investigate cases related to the shipment or importation of injurious mammals, birds, fish, and reptiles as well as any hunting, fishing, trapping causing disturbance or injury while on wildlife refuges
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.
16 USC Chapter 9 - Fish and Wildlife Service (Airborne Hunting Act)	External	Defines the authority by which the FWS is allowed to investigate cases and enforce regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species
16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to the Eagle Protection Act.
16 USC Chapter 5(b) - Wildlife Restoration	External	Defines the authority by which the FWS is allowed to investigate cases related to the research, aid and regulation in order to protect wildlife species
16 USC Chapter 69 - Wild Exotic Bird Conservation (Wild Bird Conservation Act)	External	Defines the authority by which the FWS is allowed to investigate cases and enforce regulations related to the conservation of exotic birds.

**TABLE 44: LEMIS BIRD FATALITY INCIDENT PERFORMANCE REQUIREMENTS**



The management of Bird Fatality Incidents in LEMIS follows specific guidance based on laws and regulations identified in the Airborne Hunting Act, the Eagle Protection Act, the Migratory Bird Act, Wild Bird Conservation Act, Endangered Species Act, 18 USC Chapter 3 and the Service Manual. These acts, policies, and regulations give the FWS the authority to inspect and manage Bird Fatality Incidents, in addition to initiate an investigation based on the incident report filed through the Bird Fatality LEMIS subsystem.

## OLE Training Programs

### Description

The FWS OLE possesses standards, qualification and procedures for training its LE personnel. The OLE Training Program data theme consists of the training processes and associated requirements followed by OLE to meet its LE training responsibilities and maintain an effective program. The training programs' policies and procedures are derived from the FWS Service Manual (Part 232 FW 2) and the DOI Departmental Manual (DM Part 446). The LEMIS training modules (e.g., LETTS, WI-FTEP and SA-FTEP) provide functionality to users by presenting customized user interfaces and subsystems that allows Field Training instructors to create new courses, manage courses, score Officers' progress, and ensure that new Officers are prepared for field duty.

The LEMIS OLE Training Programs data theme is associated with the following data themes:

- LEMIS Officer – Training Programs track information related to Officers' attendance, training scores, and overall Performance in the programs.
- LEMIS Performance Measure Input – Tracks and evaluates how well Officers are being trained in the elements that support the OLE Strategic Plan.

### Data Context

The data context of the LEMIS OLE Training Program theme illustrates two primary processes that represent the functions associated with training programs: Training Tracking and Staff Management processes. The system that manages general Officer training information is the LETTS subsystem (Law Enforcement Training Tracking System). Aside from the LETTS subsystem, the LEMIS Wildlife Inspector Field Training and Evaluation Program (WI-FTEP) and the LEMIS Special Agent Field Training and Evaluation Program (SA-FTEP) are associated with this data theme for the Wildlife Inspector and Special Agent training modules, respectively. The FWS Service Manual outlines the laws and policies that the training programs must comply with.

Performance [Mission Requirements] Perspective				
	Related Enactment			
	All Relevant FWS Policies and Regulations			
	28 CFR Criminal Intelligence System Operating Policy			
	FWS Service Manual			
Business [Process] Perspective				
Process Name	CRUD Function	Actors	BRM Mapping	
Training Tracking Process	Review	7, 9, 10, 56	27, 28	
Staff Management Process	Review	6	27, 28, 33	
Data [Business] Perspective				



			<b>Data Theme:</b>	LEMIS OLE Training Programs	
			<b>Data Subject Area:</b>	Officer	
			<b>Description:</b>	FTEP and other mandated training programs	
			<b>Related Themes:</b>	LEMIS Performance Measure Input, LEMIS Officer	
			<b>Key Elements:</b>	Training Course Name, officer ID	
			<b>Data Owners:</b>	FWS OLE LE Staff	
<b>Service [Applications] Perspective</b>					
	<b>System Name</b>		<b>Data Role</b>	<b>Managing Org</b>	<b>Interoperability Format</b>
LEMIS			Both	FWS OLE	Direct Data Query
LEMIS LETTS (LEMIS subsystem)			Consumer	FWS OLE	Direct Data Query
LEMIS WI-FTEP (LEMIS subsystem)			Consumer	FWS OLE	Direct Data Query
LEMIS SA-FTEP (LEMIS subsystem)			Consumer	FWS OLE	Direct Data Query

Associated Requirements				
ReqID	Type	Requirement	Source	
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems	
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	16 USC Chapter 35 - Endangered Species (Endangered Species Act)	
134	Performance	DOI shall enforce laws dealing with fish and wildlife (including non-endangered species) including the import, export, possessions, sale, delivery, etc. of any fish or wildlife species governed by law	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)	
469	Performance	All training of FWS LE personnel, including special agents, wildlife inspectors, and refuge officers, shall conform with policies and standards set forth in 446 DM (Departmental Manual) and FWS Service Manual Part 232 FW 2	FWS Service Manual Part 232 FW 2	
506	Business	LEMIS system shall be able to track and manage officers information, property, training, etc.	Interview	
507	Business	General officer training (e.g. Special Agent Training, Wildlife Inspector Basic School) shall be tracked via the LETTS module.	Interview	
508	Business	OLE in-service attendance training is tracked in LETTS.	Interview	
509	Business	OLE in-service attendance and training (e.g. firearms training, PT, etc.) is tracked in LETTS.	Interview	
510	Business	Officer Field Training is tracked participation in OLE officer field training programs.	Interview	
511	Data	LETTS shall track attendance information.	Interview	
512	Data	LETTS shall include the officer, the training completed, and course completion information.	Interview	
513	Data	The FTEP module will track completion of specific activities in field training.	Interview	

TABLE 45: TRAINING DATA CONTEXT DIAGRAM

### Related Business Processes

LEMIS tracks and manages all Officer Training Programs through the Training Tracking business process. This process allows the Field Training Officers to perform all functions related to the training of a new or existing LE Officer. For new Officers, the Field Trainer is able to enter the Officer's identifying information into the system, track his/her attendance, and score Performance in multiple categories. Experienced Officers must also fulfill training requirements (e.g., completing a certain number of firearm training hours) and therefore are also involved in the Training Tracking process.



The status of training, assignment of new courses, and training completion are activities managed by the Staff Management Process. This process also allows supervisors to ensure staff has fulfilled all requirements and are up-to-date with all training programs required by the Service.

The LEMIS OLE Training Program Business Processes are described below.

Process Name	Description	Data Functions
Training Tracking Process	This business process represents all functions and activities related to OLE Training Programs, including the ability to create new courses, track attendance, score Officer Performance, and create accounts for new Officers.	Review
Staff Management Process	Process to manage information related to FWS OLE staff, including workflows, training, medical exams, approval authority, staff property, etc.	Review

**TABLE 46: TRAINING BUSINESS PROCESSES**

## Related Services

OLE Training Programs are managed by the links to the following subsystems:

Service	Data Role	Description of Use	Interoperability Format
LEMIS LETTS (LEMIS subsystem)	Consumer	Primary LEMIS module to track general Officer training information and requirements, including the Special Agent Basic School (SABS) and the Wildlife Inspector Basic School (WIBS). The module also tracks OLE in-service attendance and training, including smaller training components such as firearms, physical training, etc.	Direct Data Query
LEMIS WI-FTEP (LEMIS subsystem)	Consumer	Manages specific training courses and requirements for FWS LE Wildlife Inspectors.	Direct Data Query
LEMIS SA-FTEP (LEMIS subsystem)	Consumer	Manages specific training courses and requirements for FWS LE Special Agents.	Direct Data Query

**TABLE 47: TRAINING RELATED SERVICES**

The LEMIS OLE Training Programs are primarily managed by the LETTS subsystem, as the module that tracks and manages all training programs. The LETTS system enables users to track general training information and requirements. The Service also possesses special training requirements for Special Agents and Wildlife Inspectors (FWS Service Manual Part 232 FW 2, section 2.5). Special Agents are required to complete eight weeks of intensive training in Criminal Investigator School and subsequently eight weeks of Special Agent Basic School at the Federal Law Enforcement Training Center (FLETC). These Officers are also required to receive a minimum of 40 hours of “in-service” LE training per year. The LEMIS SA-FTEP manages all training specific to special agents. Similarly, LEMIS WI-FTEP module tracks and managed training specific to Wildlife Inspectors, including a four week training at the Wildlife Inspector Basic School at FLETC and on-the-job training. Wildlife Inspectors must also complete a minimum of 40 hours of “in-service” training each year in order to maintain proficiency in LE techniques and skills as well as to remain up-to-date changing laws, regulations, policies, and trends in wildlife commercialization.

## Related Performance Requirements

The business, data, and service requirements for LEMIS OLE Training Programs encompass all policies and regulations applicable to the Service and to LE Offices. New recruits must understand and remain current with the laws that LE Organizations enforce and that Officers must comply with ensure proper wildlife commercialization. The FWS Service Manual provides additional information regarding training requirements to prepare Officers for field duty. Lastly, Officers must be versed in the



requirements and policies outlined by the 28 CFR Part 23 in order to properly protect individual's privacy and constitutional rights.

Authority	Internal/External	Description
All Relevant FWS Policies and Regulations	Internal	Includes all relevant FWS policies, regulations, and guidance applicable to the Service's LE operations, staff, and systems.
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 48: TRAINING PERFORMANCE REQUIREMENTS**

## Financial Transaction

### Description

The Financial Transaction data theme consists of the management of money that is collected or managed during LE and non-LE activities. The non-LE Financial Transactions in LEMIS consists of budget analysis and reconciliation of planned vs. actual expenditures through a distributed workflow process. Additionally, LEMIS has the ability to manage both LE property and non-LE property and its associated values. Lastly, LEMIS' provides special agents the ability to conduct daily accounting needs for managing an undercover business. The LEMIS UCBooks sub-module allows the Officer to maintain a ledger for the undercover business, tracking business inventory, and submitting monthly financial reports to OLE supervisors.

The Financial Transaction data theme can also be related to the following LEMIS data themes:

- LEMIS Case - A LEMIS Case has the ability to manage several associated finances (e.g., property values, expenses, etc.)
- LEMIS Property - LE Officers must account for and record all case property and associated values in the LEMIS system. In addition, FWS personnel must keep inventory of all LE assets and their associated values.
- LEMIS Regulations - FWS Personnel and systems must conform to overriding policies and regulations when conducting Financial Transactions including the authorization and release of special funds
- LEMIS Officer - A LE Officer conducting an investigation must update and manage property associated with the investigation. Additionally, an Officer conducting an undercover business must maintain and complete monthly Financial Transactions in his business ledger to keep his costs and inventory current.

### Data Context

The Financial Transaction data theme is primarily managed by five business processes: Case Management, Financial Management, Criminal Intelligence Management, and Case and LE Property Management. The key elements associated with Financial Transactions are the Invoice number and the



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Performance [Mission Requirements] Perspective				
	Related Enactment			
	28 CFR Criminal Intelligence System Operating Policy			
	FWS Service Manual			
	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems			
Business [Process] Perspective				
Process Name	CRUD Function		Actors	BRM Mapping
Case Management		Review	7, 9, 10, 36	10, 11, 12, 13, 26, 52, 53, 54
Criminal Intelligence Management		Create	7, 9, 10, 57	12, 14, 40, 41
LE Asset Management		Review	9, 10, 17, 27, 44	22, 37, 64
Manage Case Related Property		Review	7, 9, 10, 17, 44	9, 16, 17, 37, 45
Financial Management		Create	7, 9, 10, 14, 17	27, 28, 65, 66
Data [Business] Perspective				
	Data Theme:		LEMIS Financial Transaction	
	Data Subject Area:		Resource Data	
	Description:		Financial transactions of the business as well as budget tracking	
	Related Themes:		LEMIS Regulations, LEMIS Property, LEMIS Officer, LEMIS Case	
	Key Elements:		Invoice Number, Date	
	Data Owners:		LEMIS Zone LE Officer	
			LEMIS Case Officer	
			LEMIS Regional LE Officer	
		Non-LE Manager		
Service [Applications] Perspective				
System Name	Data Role		Managing Org	Interoperability Format
LEMIS	Both		FWS OLE	Direct Data Query
FBMS	Consumer		DOI Headquarters	Direct Data Query
LEMIS Investigation (LEMIS subsystem)	Consumer		FWS OLE	Direct Data Query
LEMIS UCBooks (LEMIS subsystem)	Consumer		FWS OLE	Direct Data Query
LEMIS AMS (LEMIS subsystem)	Consumer		FWS OLE	Direct Data Query
LEMIS Property Tracking module (LEMIS subsystem)	Consumer		FWS OLE	Direct Data Query

Associated Requirements					
ReqID	Type	Requirement		Source	
131	Performance	The DOI shall be fully certified and accredited in accordance with Management and Budget Circular A-130	Office of	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems	
133	Performance	The FWS shall submit to Congress (by Jan 15th, annually) preceding fiscal year data pertaining to: a species-by-species accounting of Federal and State (grants) funds expended to conserve endangered species		16 USC Chapter 35 - Endangered Species (Endangered Species Act)	



Associated Requirements			
ReqID	Type	Requirement	Source
134	Performance	DOI shall enforce laws dealing with fish and wildlife (including non-endangered species) including the import, export, possessions, sale, delivery, etc. of any fish or wildlife species governed by law	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	50 CFR Wildlife and Fisheries
274	Performance	The DOI shall be in compliance that all criminal intelligence systems operating through support under the Omnibus Crime Control and Safe Streets Act	28 CFR Criminal Intelligence System Operating Policy
372	Performance	FWS' disposition of property shall comply with OLE Chief's Directive A-28: Disposal of Forfeited or Abandoned Wildlife and Plants	LEMIS FRD OLE v1.2.doc
458	Performance	LEMIS UCBooks module shall provide a fully functional financial bookkeeping system customized to address FWS/OLE policy	LEMIS FRD OLE v1.2.doc
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]
467	Performance	Payment of funds to individuals with information or evidence concerning violations of law administered by FWS in excess of \$1,000 per individual shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (2)
468	Performance	Payment of funds to individuals with confidential, miscellaneous, or emergency purchases for LE activities in excess of \$1,000 shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (3)
470	Performance	The use of special funds by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 1	FWS Service Manual Part 450 FW 1
471	Performance	The payment of rewards by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 2	FWS Service Manual Part 450 FW 2
166	Business	LEMIS shall have the ability to implement the OLE Strategic plan within specific case elements	LEMIS FRD OLE v1.2.doc
169	Business	A LEMIS case shall have the ability to perform a special funds tracking function	LEMIS FRD OLE v1.2.doc
351	Business	LEMIS UCBooks Business Ledger shall allow for several transaction types to take place including: Cash Advance – Out, Cash Advance – Return, CI Payment, Deposit, Capital Income, Purchase of Inventory, Purchase of Business Equipment Inventory	LEMIS FRD OLE v1.2.doc
352	Business	LEMIS UCBooks Business Ledger shall be able to perform inventory management by tracking business inventory as well as business equipment	LEMIS FRD OLE v1.2.doc
457	Business	LEMIS UCBooks module shall allow the case officer to maintain a ledger for the business, track business inventory, and submit monthly financial reports to OLE supervisors	LEMIS FRD OLE v1.2.doc
345	Data	LEMIS UCBooks Business Ledger shall contain a transaction type	LEMIS FRD OLE v1.2.doc
346	Data	LEMIS UCBooks Business Ledger shall contain a transaction date	LEMIS FRD OLE v1.2.doc
347	Data	LEMIS UCBooks Business Ledger shall contain the name of the Officer / Individual who executed the transaction	LEMIS FRD OLE v1.2.doc
348	Data	LEMIS UCBooks Business Ledger shall contain a transaction description	LEMIS FRD OLE v1.2.doc
349	Data	LEMIS UCBooks Business Ledger shall contain the transaction amount	LEMIS FRD OLE v1.2.doc
350	Data	LEMIS UCBooks Business Ledger shall contain any memos related to transaction	LEMIS FRD OLE v1.2.doc
353	Data	LEMIS UCBooks Business Ledger shall be able to track and search inventory by name	LEMIS FRD OLE v1.2.doc
354	Data	LEMIS UCBooks Business Ledger shall be able to track and search inventory by number cataloged date range	LEMIS FRD OLE v1.2.doc
355	Data	LEMIS UCBooks Business Ledger shall provide monthly financial reports for approval through the appropriate FWS/OLE chain of command	LEMIS FRD OLE v1.2.doc



Associated Requirements			
ReqID	Type	Requirement	Source
456	Service	LEMIS Case Management system shall include data fields which allow a case officer to open UCBooks for any case which its use has been approved by the OLE Chief.	LEMIS FRD OLE v1.2.doc
532	Service	LEMIS Activity Reporting Module shall produce bi-weekly LEAP reports.	Interview

**TABLE 49: FINANCIAL TRANSACTIONS DATA CONTEXT DIAGRAM**

## Related Business Processes

The Financial Transaction data theme consists of five distinct business processes, as described in Table 50.

Process Name	Description	Data Functions
Case Management	This business process allows a case Officer to manage cases and update and track any property (evidence) related to a case and its value.	Review
Financial Management	This business process allows the FWS OLE personnel to manage budget tracking functionalities and to determine forecasted vs. actual expenditures	Create
Criminal Intelligence Management	This business process allows a LE Officer to maintain a ledger for an undercover business, track business inventory, and submit monthly financial reports to OLE supervisors	Create
Manage Case Related Property	This business process allows a LE Officer the ability to inventory and manage any Property Items and associated values that are related to a case (evidence).	Review
LE Asset Management	This business process allows FWS OLE personnel to manage and update LE property assets (i.e. computers, firearms, vests, etc.) and their associated quantity and values within the LEMIS system.	Review

**TABLE 50: FINANCIAL TRANSACTIONS BUSINESS PROCESSES**

There are several processes in LEMIS to help create, manage, and review Financial Transactions. LEMIS has the functionality to manage, track and forecast annual budgets for the FWS through their AMS module. In addition, LEMIS also have the capability to manage and track LE property assets such as (firearms, vests, tasers, etc.) and determine values for each unique property item. Financial Transactions are also related to case related property (evidence from a case) that has to be managed and inputted into the system with a distinguished value. When a LE Officer is conducting an investigation they have the ability to input what a particular value is for a piece of property as well as any expenses associated with the case. Lastly, LEMIS has the ability to enter and track all Financial Transactions related to the undercover business operations (e.g., tracking transaction types, amounts, inventory, etc.)

## Related Services

The LEMIS Financial Transaction data theme is related to the following LEMIS Modules:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Investigation (LEMIS subsystem)	Consumer	The LEMIS Investigation Subsystem is primary service for LEMIS Case information. This subsystem also allows Officers to track all Case property values and expenses related to an investigation	Direct Data Query
LEMIS UCBooks (LEMIS subsystem)	Producer	The LEMIS UCBooks Subsystem allows a LE Officer to manage an undercover business operation through a business ledger.	Direct Data Query
LEMIS AMS (LEMIS subsystem)	Consumer	The LEMIS Administrative Management System that performs budget tracking functionalities.	Direct Data Query





LEMIS Property subsystem (LEMIS subsystem)	Consumer	The LEMIS Property subsystem is used for the updating and managing property quantity and values for LE Assets as well as Case Related Property (evidence).	Direct Data Query
FBMS	Consumer	The Financial and Business Management System is the Department of Interior designated Financial Management System of Record.	Direct Data Query

**TABLE 51: LEMIS FINANCIAL TRANSACTIONS SERVICES**

The Financial Transactions data theme can be associated with several services within LEMIS. The initial funds and cost information for FWS comes from the Financial and Business Management System (FBMS), which exchanges this information with the LEMIS Administrative Management System (AMS). The LEMIS AMS module uses the funds allocated from FBMS to perform budget analysis and cost projections. In addition, LEMIS performs Financial Transactions when conducting an investigation in the LEMIS Investigation module. This module enables Officers to update expenses associated with conducting an investigation in addition to be able to update and track any evidence and associated value. Similarly, the LEMIS Property module has the ability to track both case related properties in addition to LE assets through this system, managing the properties values. The LEMIS UCBooks module performs a unique functionality providing a fully functional financial bookkeeping system for financial management of undercover businesses while specifically customized to address FWS/OLE policy. The LE Officer simply fills in all appropriate fields in the transaction interface through LEMIS UCBooks subsystem, and that transaction is then posted to the project ledger.

### Related Performance Requirements

The business, data, and service requirements for Financial Transaction information is based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems	External	Defines the authority by which the FWS should function and conduct business by being certified and accredited in accordance with Office of Management and Budget Circular A-130
28 CFR Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 52: LEMIS FINANCIAL TRANSACTIONS PERFORMANCE REQUIREMENTS**

The management of Financial Transactions in LEMIS follows specific guidance based on laws and regulations identified in the Criminal Intelligence System Operating Policy and 44 USC Chapter 35. These acts and policies give the FWS the authority to conduct Financial Transactions in the various LEMIS modules based on the requirements that the systems must be in compliance with.

### Performance Measure Input

#### Description



The Performance Measure data theme consists of elements in the OLE Strategic Plan that are used to measure the OLE's effectiveness with respect to the following OLE goals and cross-cutting objectives: Wildlife Protection, Global Wildlife Trafficking, Facilitate Legal Trade, Management Accountability, Enforcement Partnerships and Compliance. As a part of this data theme, the OLE case Officer opens a new investigation in LEMIS and fills in the required data fields, which establish a baseline defining the case with respect to the OLE Strategic Plan Performance measurements.

In addition to Performance Measure Input data theme, there are additional data themes that are associated with the Performance Measure Input data theme life cycle. These additional data themes include:

- LEMIS Case – Throughout the life of a LEMIS Case, the LE Officer must update the baseline Performance measurement data fields in the LEMIS Case Management system as required.
- LEMIS Wildlife Imports/Exports - In order for OLE to differentiate between investigative efforts focused on native and foreign species, the case Officer must use the LEMIS Case Investigation subsystem to indicate which general category of Wildlife Import/Export species are involved in the investigation.
- LEMIS Regulations – All cases created in LEMIS must be in accordance to policies and enactments related to case management.
- LEMIS Officer – A LE Officer must create and manage cases in accordance to the OLE strategic plan.

## Data Context

The Performance Measure Input data theme is associated with two business processes, including Case Management and Strategic Planning. The key element associated with Performance Measure Input is the LEMIS case number. As a data theme, a Performance Measure Input is related to several other themes described in this section including LEMIS Case, LEMIS Wildlife Import/Export, LEMIS Officer, LEMIS Regulations, and two services (LEMIS and LEMIS Investigation subsystems). The specific data, Performance, business, and service perspectives, as well as the associated requirements for the Performance Measure Input data theme are provided below.

## Related Business Processes

The Performance Measure Input theme consists of two distinct business processes, as described below.

Process Name	Description	Data Functions
Case Management	This business process allows a Case Officer to create and manage a case. The case captures pertinent information that is based off of the OLE Strategic Plan.	Create
Strategic Planning	This business process allows OLE to assess strategic planning goals based off of Performance measurements.	Review

**TABLE 53: PERFORMANCE MEASURE INPUT BUSINESS PROCESS**

In order to create, manage, and review Performance Measure Inputs, the LEMIS system examines data input by a case Officer and analyzes how it ties into OLE's Strategic Plan. LEMIS allows for case Officers to perform case management activities that are then compared to the OLE Strategic plan based off of criteria such as: how much time is spent on cases, how many cases are entered, types of cases



entered, etc. These data elements that are associated with a case will then determine the effectiveness with respect to the goals and objectives set forth by the Office of Law Enforcement.

### Related Services

The LEMIS Performance Measure Input data theme is related to the following LEMIS Module:

Service	Data Role	Description of Use	Interoperability Format
LEMIS Investigation (LEMIS subsystem)	Producer	The LEMIS Investigation Subsystem creates and manages all of the LEMIS Case information. This is the service that implements the Case Management business processes listed in the business processes section above.	Direct Data Query

**TABLE 54: LEMIS PERFORMANCE MEASURE INPUT SERVICE**

A Performance Measure Input is generated through the fields associated with a LEMIS Case, created within the LEMIS Investigation subsystem. All relative Strategic Planning elements are captured when an investigative record is created (e.g., Declaration/Electronic Declaration, Case Priority Level, Case Type, Wildlife Species Involved, LEMIS Intel Record (if associated), Joint Investigation, Wildlife Shipment Indicator, Sentencing Value, and Resource Impact). The fields populated within the LEMIS Investigation subsystem allow OLE to track Performance measures with respect to the OLE Strategic Plan. Key elements in the OLE Strategic Plan include but are not limited to the following:

- Breaking up international and domestic smuggling rings that target imperiled animals;
- Preventing the unlawful commercial exploitation of U.S. species;
- Protecting wildlife from environmental hazards and safeguarding habitat for endangered species;
- Enforcing Federal migratory game bird hunting regulations and working with States to protect other game species and preserve legitimate hunting opportunities;
- Inspecting wildlife shipments to ensure compliance with laws and treaties and detect illegal trade;
- Working with international counterparts to combat illegal trafficking in protected species;
- Training other Federal, State, tribal, and foreign wildlife law enforcement Officers;
- Using forensic science to analyze evidence and solve wildlife crimes; and
- Conducting outreach to industry, trade groups, and others to promote wildlife conservation and secure voluntary compliance with wildlife laws.

### Related Performance Requirements

The business, data, and service requirements for Performance Measure Input information are based on the following policies, legal authorities, and other rules and regulations.



Authority	Internal/External	Description
All Relevant FWS Policies and Regulations	External	FWS must abide to certain acts, policies and regulations in order to be in compliance.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 55: LEMIS PERFORMANCE MEASURE INPUTS PERFORMANCE REQUIREMENTS**

The management of Performance Measure Inputs in LEMIS follows specific guidance based on laws and regulations identified through various acts and policies, as well as the FWS Service Manual.

## 8.1 Data Context Diagram References

The following tables provide descriptions of the Actor and Business Reference Model (BRM) mapping contained in the LEMIS data themes' data context diagrams.

ID	Actor Acronym / Short Name	Actor Name
4	FWS Officers (case, service)	Fish and Wildlife Officers
5	DOI Headquarters	DOI Headquarters
6	FWS	Fish and Wildlife Staff
7	ZLEO	LEMIS Zone Law Enforcement Officer
8	SLEO	LE-IMAGS Supervisory Law Enforcement Officer
9	LEMIS Case Officer	LEMIS Case Officer
10	RC-LEO	LEMIS Regional Law Enforcement Officer
11	LES	LE Admin Support
12	FTEP	Field Training Officer
13	RLEAA	Refuge Law Enforcement Application Administrator
14	CLEO	Chief Law Enforcement Officer
15	UAT	User Acceptance Team
16	SDT	Software Development Team
17	NON-LE	Non-Law Enforcement Manager
18	Refuge Law Enforcement Managers	Refuge Law Enforcement Managers
19	System Administrator	System Administrator
25	Field Non LE supervisor	Field Non LE supervisor
27	Clerk and Administrative Staff	Clerk and Administrative Staff
28	BIA	Bureau of Indian Affairs
29	CVB	Central Violations Bureau
30	BOR	Bureau of Reclamation
31	BLM	Bureau of Land Management
32	DHS	Department of Homeland Security
33	FBI	Federal Bureau of Investigation
34	Geo-MAC	Geospatial Multi-Agency Coordination Group
35	NPS	National Park Service
36	Wildlife Inspector	Wildlife Inspector (LEMIS user)
37	BOEMRE	Bureau of Ocean Energy Management, Regulation & Enforcement
38	FBMS Team	DOI FBMS Business Process Team
39	CPO	Custodial Property Officer
40	Maintenance Manager	Maintenance Manager
41	USGS	US Geological Survey
43	Bureau HR Mini Master Administrator	Bureau HR Mini Master Administrator



44	Property Manager	Property Manager
45	Receiving Officials Role	Receiving Officials Role
46	Auto Choice Ordering Official	Auto Choice Ordering Official
47	Bureau Fleet Manager	Bureau Fleet Manager
48	Land Management Specialist	Land Management Specialist
49	Leasing Contract Officer/Specialist	Leasing Contract Officer/Specialist
50	Bureau Real Property Manager	Bureau Real Property Manager
51	Asset Manager	Asset Manager
52	USFWS / NWRS	FWS Division of Refuge Law Enforcement
53	FWS OLE	FWS Office of Law Enforcement
55	Gov	Government
56	Wildlife inspector	LEMIS Wildlife Inspector
57	LSA	LEMIS Special Agents
58	LE-IMAGS Case Officer	LE-IMAGS Case Officer
63	Forensic Analysis Specialist	Forensic Analysis Specialist
72	LE-IMAGS National LE Chiefs	LE-IMAGS National LE Chiefs
73	LE-IMAGS Regional Chief	LE-IMAGS Regional Chief
74	LE-IMAGS Zone Officer	LE-IMAGS Zone Officer
75	LE-IMAGS RO Non-LE Supervisor	LE-IMAGS RO Non-LE Supervisor
76	LE-IMAGS RO Non-LE Support Staff	LE-IMAGS RO Non-LE Support Staff
77	LE-IMAGS Field Non-LE Supervisor	LE-IMAGS Field Non-LE Supervisor

TABLE 56: ACTORS LIST

ID	BRM Business Area	BRM Line of Business	BRM Sub-Function
8	(1) Service for Citizens Business Area	(115) Law Enforcement	(050) Substance Control
9	(1) Service for Citizens Business Area	(115) Law Enforcement	(049) Property Protection
10	(1) Service for Citizens Business Area	(115) Law Enforcement	(046) Citizen Protection
11	(1) Service for Citizens Business Area	(115) Law Enforcement	(047) Crime Prevention
12	(1) Service for Citizens Business Area	(115) Law Enforcement	(045) Criminal Investigation and Surveillance
13	(1) Service for Citizens Business Area	(115) Law Enforcement	(044) Criminal Apprehension
14	(1) Service for Citizens Business Area	(116) Litigation and Judicial Activities	(053) Legal Investigation
15	(1) Service for Citizens Business Area	(111) Homeland Security	(033) Border and Transportation Security
16	(1) Service for Citizens Business Area	(117) Natural Resources	(057) Conservation, Marine and Land Management
17	(1) Service for Citizens Business Area	(117) Natural Resources	(058) Recreational Resource Management and Tourism
22	(2) Mode of Delivery Business Area	"(204) Regulatory Compliance and Enforcement	(077) Inspections and Auditing
23	(2) Mode of Delivery Business Area	(204) Regulatory Compliance	"(078) Standard Setting / Reporting Guideline Development
24	(2) Mode of Delivery Business Area	(204) Regulatory Compliance	(079) Permits and Licensing
26	(3) Support Delivery of Services	(301) Controls and Oversight	(091) Corrective Action
27	(3) Support Delivery of Services	(301) Controls and Oversight	(092) Program Evaluation
28	(3) Support Delivery of Services	(301) Controls and Oversight	(093) Program Monitoring
30	(3) Support Delivery of Services	(302) Internal Risk Management	(095) Continuity of Operations
31	(3) Support Delivery of Services	(303) Legislative Relations	(097) Legislation Tracking
33	(3) Support Delivery of Services	(306) Regulatory Development	(112) Policy and Guidance Development
37	(3) Support Delivery of Services	(315) General Government	(178) Central Property Management
39	(4) Management of Government	(404) Information and Technology	(138) System Maintenance



	Resources	Management	
40	(4) Management of Government Resources	(404) Information and Technology Management	(140) Information Security
41	(4) Management of Government Resources	(404) Information and Technology Management	(142) Information Management
42	(4) Management of Government Resources	(404) Information and Technology Management	(262) Information Sharing
43	(4) Management of Government Resources	(404) Information and Technology Management	(263) System and Network Monitoring
45	(4) Management of Government Resources	(405) Supply Chain Management	(144) Inventory Control
46	(1) Service for Citizens Business Area	(101) Community and Social Service	(002) Community and Regional Development
52	(1) Service for Citizens Business Area	(116) Litigation and Judicial Activities	(051) Judicial Hearings
53	(1) Service for Citizens Business Area	(116) Litigation and Judicial Activities	(053) Legal Investigation
54	(1) Service for Citizens Business Area	(116) Litigation and Judicial Activities	(054) Legal Prosecution and Litigation
55	(1) Service for Citizens Business Area	(114) International Affairs and Commerce	(041) Foreign Affairs
59	(3) Support Delivery Services	(304) Planning and Budgeting	(104) Strategic Planning
64	(4) Management of Government Resources	(402) Financial Management	(128) Asset and Liability Management
65	(4) Management of Government Resources	(402) Financial Management	(129) Reporting Information
66	(4) Management of Government Resources	(402) Financial Management	(261) Cost accounting/Performance Measurement
71	(4) Management of Government Resources	(402) Financial Management	(141) Record Retention
72	(1) Service for Citizens Business Area	(111) Homeland Security	(034) Key Asset and Critical Infrastructure Protection
73	(1) Service for Citizens Business Area	(104) Disaster Management	(010) Emergency Response
74	(1) Service for Citizens Business Area	(104) Disaster Management	(008) Disaster Preparedness and Planning
75	(1) Service for Citizens Business Area	(104) Disaster Management	(009) Disaster Repair
76	(1) Service for Citizens Business Area	(106) Education	(018) Cultural and Historic Cultural and Historic Exhibition
77	(1) Service for Citizens Business Area	(106) Education	(017) Cultural and Historic Preservation

TABLE 57: BRM MAPPING LIST







## 9 APPENDIX B – DETAILED LE-IMAGS INVENTORIES

This section describes the inventories associated with the LE-IMAGS system. Each data theme below includes a detailed review of the data context diagram, related business processes, related services and related requirements. Descriptions for the Actors and Business Reference Model (BRM) Mapping<sup>1</sup> are provided in Table 57 and Table 58, respectively.

### LE-IMAGS Incident

#### Description

The LE-IMAGS Incident data theme is a master data record within the system and consists of the data collected and managed during the execution of LE activities. Investigations stem from an event that occurs, prompting an incident to be created within the LE-IMAGS system. A Refuge Officer enters incident data into LE-IMAGS to document activities performed during an investigation, including the incident's location (using GIS functionality), related Officer, Station, Offense / Regulation classification and additional details. From this incident, an Officer can then either create additional related data themes or search for existing data theme to relate to the incident (e.g. Evidence, Officers, Violations, Warning).

In addition to the Incident theme, there are several wholly encapsulated data themes that are entered as part of the incident data theme life cycle. These additional data themes include:

- Violations – Issue a violation to an individual for breaching a specific law or regulation.
- Warning – Issue a verbal or written warning to an individual for misconduct.
- Person – An individual associated with an incident (e.g., suspect, victim, landowner, etc.).
- Offense / Regulation – Classification of the type of offence that occurred.
- Arrest – Conduct an arrest on an individual who has breached the law.
- Officer – Officers and LE supervisors involved in the management of the investigation / Incident.
- Evidence – Identifies evidence that is germane to the incident. This can include evidentiary property, seized goods, vehicles believed to belong to or be involved with the incident, etc.
- Easement – An incident may involve a violation to an easement.

#### Data Context

The LE-IMAGS Incident data context diagram indicates that there are five business processes supporting the creation and management of an Incident. The key elements associated with an LE-IMGS Incident are the Incident ID and the LE Officer who handles the investigation and respective incidents. As a data theme, an LE-IMAGS Incident is related to several other themes described in this section, including Officer, Violation, Evidence, Arrest, Offense/Regulation, Person, Warning and three services (LE-IMAGS and two respective subsystems). This section provides a complete description of the LE-IMAGS Incident data theme, its Performance, business, and service perspectives.

<sup>1</sup> The Business Reference Model (BRM) mapping provided in the inventories represent Booz Allen's alignment of the business processes to the Federal Enterprise Architecture (FEA) perspective.



Performance [Mission Requirements] Perspective				
		Related Enactment		
		All Relevant FWS Policies and Regulations		
		16 USC Chapter 35 - Endangered Species (Endangered Species Act)		
		16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)		
		16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)		
		50 CFR Wildlife and Fisheries		
		FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)		
		FWS Service Manual		
Business [Process] Perspective				
	Process Name	CRUD Function	Actors	BRM Mapping
	Issue Violation	Review	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
	Issue Warning	Create	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 53, 54
	Issue Arrest	Create	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
	Investigation Management	Review	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
	Incident Process	Create	58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53
Data [Business] Perspective				
		Data Theme:	LE-IMAGS Incident	
		Data Subject Area:	Investigation Data	
		Description:	An event resulting in an action	
		Related Themes:	LE-IMAGS Warnings, LE-IMAGS Arrest, LE-IMAGS Officer, LE-IMAGS Offense / Regulations, LE-IMAGS Violations, LE-IMAGS Evidence, LE-IMAGS Person, LE-IMAGS Easement	
		Key Elements:	Incident ID, Officer	
		Data Owners:	LE-IMAGS Supervisory LE Officer	
			LE-IMAGS Case Officer	
			LE-IMAGS Regional Chief	
			LE-IMAGS Zone Officer	
Service [Applications] Perspective				
	System Name	Data Role	Managing Org	Interoperability Format
	LE-IMAGS	Both	USFWS / NWRS	Direct Data Query
	LE-IMAGS CMT (LE-IMAGS database)	Producer	FWS	Direct Data Query
	LE-IMAGS Emergency Mapper	Producer	USFWS / NWRS	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems
137	Performance	The Department of Interior shall manage and conserve the "National Wildlife Refuge System" through enforcing policies and creating programs	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Admin)
138	Performance	The Department of the Interior shall maintain law and order and protect persons and property within areas of the National Park System	16 USC Chapter 1 - National Park, Military Parks, Monuments, and Seashores (the National Park Service Organic Act) (Recreational Act)



Associated Requirements				
ReqID	Type	Requirement		Source
139	Performance	The DOI shall facilitate the administration of the national park system through: transportation, recreation, training programs, regulations and management.		16 USC Chapter 1 - National Park, Military Parks, Monuments, and Seashores (the National Park Service Organic Act) (Recreational Act)
140	Performance	The duties and functions of the Department of Interior are to manage, preserve, restore and maintain historic and archaeological sites, buildings, and objects.		16 USC Chapter 1 (a)- Historic Sites, Buildings, Objects, and Antiquities
141	Performance	The DOI shall support FWS by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species		16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
147	Performance	The Department of Interior shall enforce any laws and regulations pertaining to the act of assaulting, resisting, or impeding to any officers as well as the general public		18 USC Chapter 7 - Assault
150	Performance	The DOI shall enforce laws and regulations in regards to the unlawful engagement of using, importing, manufacturing, or dealing with firearms		18 USC Chapter 44 - Firearms
151	Performance	The DOI shall protect and regulate against any wrong doing to government property and contracts including but not limited to buildings, animals, systems, stations, etc.		18 USC Chapter 91 - Public Lands
152	Performance	The DOI shall enforce laws pertaining to the obstruction of justice including but not limited to acts of: resistance, influence, picketing, retaliating, tampering, etc.		18 USC Chapter 73- Obstruction of Justice
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)		FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)
473	Performance	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1		FWS Service Manual Part 446 FW 1
474	Performance	The Use of Undercover Operations and/or Businesses by the Office of LE shall comply with all policies and requirements outlined in the FWS Service Manual Part 447 FW 1 and 2		FWS Service Manual Part 447 FW 1 and 2
474	Performance	The Use of Undercover Operations and/or Businesses by the Office of LE shall comply with all policies and requirements outlined in the FWS Service Manual Part 447 FW 1 and 2		FWS Service Manual Part 447 FW 1 and 2
475	Performance	All FWS reports shall comply with the Reports Management Program defined by the FWS Service Manual Part 281 FW 1, 41 CFR 201-45.102, and 381 DM 6		FWS Service Manual Part 281 FW 1, 41 CFR 201-45.102, and 381 DM 6
477	Performance	The FWS LE shall follow guidance contained within the Freedom of Information Act (FWS Service Manual Part 203) and the Privacy Act (FWS Service Manual Part 204)		FWS Service Manual Parts 203 and 204
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1		FWS Service Manual Part 445 FW 1
483	Performance	FWS LE arrests and detentions must be conducted in accordance with guidance provide by the FWS Service Manual Part 445 FW 2		FWS Service Manual Part 445 FW 2
158	Business	LE-IMAGS shall support NWRS in efforts to track and assist with the workloads of Refuge LE personnel and to address FWS NWRS' Performance goals		LE-IMAGS OAO 2011.doc
277	Business	LE-IMAGS shall Provide investigation management and other information sharing for field stations, Regional Offices, Washington Office, the Department, and other appropriate LE agencies		IMARS FWS RLE Requirements JAN 04.doc
279	Business	LE-IMAGS shall create, Input, store, maintain, process, and query refuge LE Investigation Information and / or an Incident Descriptions in real time		IMARS FWS RLE Requirements JAN 04.doc
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information		IMARS FWS RLE Requirements JAN 04.doc



Associated Requirements			
ReqID	Type	Requirement	Source
308	Business	An LE-IMAGS Investigation shall have the ability to be approved, once approved investigation is considered closed	IMARS FWS RLE Requirements JAN 04.doc
325	Business	LE-IMAGS shall have the ability to create, review, update and delete an Warning Process	IMARS FWS RLE Requirements JAN 04.doc
327	Business	LE-IMAGS shall have the ability to create, review, update and delete an Violation Notice Process	IMARS FWS RLE Requirements JAN 04.doc
331	Business	LE-IMAGS shall have the ability to create, review, update and delete an Warranted Arrest Process	IMARS FWS RLE Requirements JAN 04.doc
473	Business	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1	FWS Service Manual Part 446 FW 1
493	Business	LE Officers assisting in an investigation where another agency prosecutes the violation must document charges in the LEMIS Investigative Subsystem by obtaining an INV number and updating the case the status accordingly (e.g. "SP" for State Prosecution, "R	FWS Service Manual Part 449 FW 1, 1.5
497	Business	If an officer determines that the intelligence is an allegation of a specific violation of Federal wildlife law(s) or regulation(s) that should be disseminated to a specific Region or office, the officer must select "Yes" in the COV (complaint of violation	FWS Service Manual Part 449 FW 1, 1.11 C (3) LEMIS Intel Subsystem
536	Business	LE-IMAGS shall track the estimated costs associated with a particular incident.	Interview
280	Data	An LE-IMAGS Investigation shall contain a Case ID	IMARS FWS RLE Requirements JAN 04.doc
281	Data	An LE-IMAGS Investigation shall contain a Badge ID	IMARS FWS RLE Requirements JAN 04.doc
282	Data	An LE-IMAGS Investigation shall contain an Incident Classification Type	IMARS FWS RLE Requirements JAN 04.doc
282	Data	An LE-IMAGS Investigation shall contain an Incident Classification Type	IMARS FWS RLE Requirements JAN 04.doc
283	Data	An LE-IMAGS Investigation shall contain an Event Date	IMARS FWS RLE Requirements JAN 04.doc
284	Data	An LE-IMAGS Investigation shall contain a Location	IMARS FWS RLE Requirements JAN 04.doc
285	Data	An LE-IMAGS Investigation shall contain a Station	IMARS FWS RLE Requirements JAN 04.doc
287	Data	An LE-IMAGS Station shall contain an address	IMARS FWS RLE Requirements JAN 04.doc
288	Data	An LE-IMAGS Station shall contain an Organization Code for the Refuge Station	IMARS FWS RLE Requirements JAN 04.doc
289	Data	An LE-IMAGS Investigation shall contain an Officer	IMARS FWS RLE Requirements JAN 04.doc
292	Data	An LE-IMAGS Officer shall contain a Badge ID for the Refuge LE officer	IMARS FWS RLE Requirements JAN 04.doc
294	Data	An LE-IMAGS Investigation shall contain a Person	IMARS FWS RLE Requirements JAN 04.doc
295	Data	An LE-IMAGS Person shall contain a Name	IMARS FWS RLE Requirements JAN 04.doc
296	Data	An LE-IMAGS Person shall contain an Address	IMARS FWS RLE Requirements JAN 04.doc
297	Data	An LE-IMAGS Person shall contain a Physical Characteristics description	IMARS FWS RLE Requirements JAN 04.doc
298	Data	An LE-IMAGS Person shall contain a date of birth	IMARS FWS RLE Requirements JAN 04.doc
300	Data	An LE-IMAGS incident shall contain a Case ID	IMARS FWS RLE Requirements JAN 04.doc



Associated Requirements				
ReqID	Type	Requirement	Source	
301	Data	An LE-IMAGS incident shall contain a region number	IMARS FWS RLE Requirements JAN 04.doc	
302	Data	An LE-IMAGS Incident shall contain a Classification / Offense	IMARS FWS RLE Requirements JAN 04.doc	
303	Data	An LE-IMAGS Incident shall have a regulation type associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc	
304	Data	An LE-IMAGS Incident classification shall have the ability to provide a state specific code	IMARS FWS RLE Requirements JAN 04.doc	
305	Data	An LE-IMAGS Incident classification shall provide the cost to the government	IMARS FWS RLE Requirements JAN 04.doc	
306	Data	An LE-IMAGS Incident classification shall provide the statute or description associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc	
307	Data	An LE-IMAGS Incident shall be able to track the Use of Force	IMARS FWS RLE Requirements JAN 04.doc	
309	Data	An LE-IMAGS Investigation shall contain any attachments associated with the incident	IMARS FWS RLE Requirements JAN 04.doc	
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident	IMARS FWS RLE Requirements JAN 04.doc	
311	Data	An LE-IMAGS Investigation shall contain any Easement Violation information	IMARS FWS RLE Requirements JAN 04.doc	
312	Data	An LE-IMAGS Incident shall have the ability to link additional incidents	IMARS FWS RLE Requirements JAN 04.doc	
314	Data	An LE-IMAGS incident shall have the ability to link vehicles	IMARS FWS RLE Requirements JAN 04.doc	
315	Data	An LE-IMAGS incident shall have the ability to link firearms	IMARS FWS RLE Requirements JAN 04.doc	
316	Data	An LE-IMAGS incident shall have the ability to link a drug site	IMARS FWS RLE Requirements JAN 04.doc	
317	Data	An LE-IMAGS incident shall have the ability to link a drug item	IMARS FWS RLE Requirements JAN 04.doc	
318	Data	An LE-IMAGS Incident shall have the ability to link any Easement Violations	IMARS FWS RLE Requirements JAN 04.doc	
320	Data	An LE-IMAGS Incident shall contain any Case Dispositions associated with the case	IMARS FWS RLE Requirements JAN 04.doc	
321	Data	An LE-IMAGS Case Disposition shall contain the results of the case information	IMARS FWS RLE Requirements JAN 04.doc	
322	Data	An LE-IMAGS Case Disposition shall contain any fines associated to case	IMARS FWS RLE Requirements JAN 04.doc	
323	Data	An LE-IMAGS Case Disposition shall contain any community service associated to case	IMARS FWS RLE Requirements JAN 04.doc	
324	Data	An LE-IMAGS Case Disposition shall contain any sentencing times associated to case	IMARS FWS RLE Requirements JAN 04.doc	
328	Data	An LE-IMAGS violation shall have a violation number associated with it	IMARS FWS RLE Requirements JAN 04.doc	
329	Data	An LE-IMAGS violation shall state the type of violation	IMARS FWS RLE Requirements JAN 04.doc	
330	Data	An LE-IMAGS violation shall track how much the ticket was for	IMARS FWS RLE Requirements JAN 04.doc	
476	Data	A report shall contain an alphanumeric identifier	FWS Service Manual Part 281 FW 1, Section 1.4 (A)	
537	Data	LE-IMAGS shall collect the estimate cost for each incident.	Interview	
160	Service	LE-IMAGS shall interface with Emergency Mapper Data	LE-IMAGS_Data_Interfaces_LE.doc	
333	Service	LE-IMAGS shall generates standard and custom reports associated with refuge LE activities	IMARS FWS RLE Requirements JAN 04.doc	
333	Service	LE-IMAGS shall generates Standard and custom reports associated with refuge LE activities	IMARS FWS RLE Requirements JAN 04.doc	



Associated Requirements				
ReqID	Type	Requirement	Source	
334	Service	LE-IMAGS shall be able to ingest results of a conversion of hardcopy forms to electronic format	IMARS FWS RLE Requirements JAN 04.doc	
334	Service	LE-IMAGS shall be able to ingest results of a conversion of hardcopy forms to electronic format	IMARS FWS RLE Requirements JAN 04.doc	
335	Service	LE-IMAGS shall enforce restrictions on access, modification, and release of electronic records	IMARS FWS RLE Requirements JAN 04.doc	
335	Service	LE-IMAGS shall enforce restrictions on access, modification, and release of electronic records	IMARS FWS RLE Requirements JAN 04.doc	
336	Service	LE-IMAGS shall have the ability to interface with CMT database and use this information as the source of refuge-related data	IMARS FWS RLE Requirements JAN 04.doc	
336	Service	LE-IMAGS shall have the ability to interface with CMT database and use this information as the source of refuge-related data	IMARS FWS RLE Requirements JAN 04.doc	
337	Service	LE-IMAGS shall provide the ability to format and send relevant violation data to the CVB database and receive information from CVB for storage into the IMARS/FWS/RLE database	IMARS FWS RLE Requirements JAN 04.doc	
337	Service	LE-IMAGS shall provide the ability to format and send relevant violation data to the CVB database and receive information from CVB for storage into the IMARS/FWS/RLE database	IMARS FWS RLE Requirements JAN 04.doc	
463	Service	An LE-IMAGS Incident shall have the ability to upload any attachments associated with it	IMARS FWS RLE Requirements JAN 04.doc	
538	Service	LE-IMAGS shall report on the costs per incident as required to meet OLE reporting requirements.	Interview	

TABLE 1: LE-IMAGS INCIDENT DATA CONTEXT DIAGRAM

### Related Business Processes

The LE-IMAGS Incident data theme consists of five distinct business processes, as described in Table 2 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigation and perform their duties (e.g., flying a plane over refuge land, collecting evidence, interviewing suspects, speaking with informants, etc.). This process also includes the activities performed in the LE-IMAGS system, such as creating a new incident, linking relevant evidence to an investigation, and handling other processes related to incident management. An investigation may have a one-to-one or one-to-many relationship with incident.	Create
Issue Arrest	This business process allows a LE Officer to arrest a suspect involved in an incident for breaking the law. Once an arrest has taken place an incident than will turn into a case that will be held in the court of law.	Review
Issue Violation	During the creation of a Violation, if the LE Officer identifies the need for further investigation, the system will create an incident based on the investigation information including the information contained in the violation issued. Once created, the Officer can add additional related data themes (e.g. property items, Officers, etc.) to the incident.	Review
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. To do so, the LEO selects to create an incident and enters specific incident identification information, including an Incident Location (using GIS mapper), Officer, station, offense / regulation classification and additional detail. From this incident, an LEO can then either create additional related data themes or search for existing data theme instances related to the incident (e.g. evidence, Officers, violations, warning, etc.	Create



Issue Warning	This business process allows for a LE Officer to issue a verbal or written warning to an individual involved in an incident for misconduct.	Review
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**TABLE 2: LE-IMAGS INCIDENT BUSINESS PROCESSES**

In order to create, manage, and review an Incident, the LE-IMAGS system follows specific business processes that allows users to perform Investigation management activities related to an incident. To start the process of creating a new Incident the LE Officer (LEO) selects “create a case” in LE-IMAGS. The LEO enters specific case information (e.g., incident location, Officer associated to Incident, offense / regulation, detailed information, etc.). The Officer then has the option to link related information such as property, additional Officers, firearm, drug item, etc. An Incident must include an offense/regulation that is associated with the incident. An Incident can have multiple offenses. There are five category types that an Officer can classify an incident as; criminal CFR, non-criminal CFR, outstanding warrant, civil CFR, non-criminal. When an Officer distinguishes the incident type the Officer must also link any related statutes or incident categories associated with the investigation. Certain types of incidents that have to be reported to SIR based on regulation requirements also have to submit a written report or incident report. When an Incident is classified as an SIR Incident the Officer must immediately call a 1-800 number then update in LE-IMAGS system to Report to SIR.

Throughout the process of an incident an Officer can update the status of the investigation linking a warning, violation or an arrest to an incident. Any violations or warnings issued to a suspect must be tracked in the system with all the information that is contained on the ticket. In the situation that a violation is issued or an arrest takes place an Officer must continue to update the investigation with any new case information specifically the case disposition status.

Once an incident has been populated in its entirety, the LEO triggers workflows to request that a Supervisor review the information entered in a case for accuracy and consistency. The Officer’s workload module will organizes all relevant incidents for the Officer and will indicate the status of the incidents that they have processed. In the instance that an incident is not approved the workload feature will notify the linked Officer what needs to be added or modified to the incident in order to be approved. Once incident has been approved, it will no longer show up in Officer’s workload. When other Officers are linked to the Incident then they can also have access to review the incident information. After data related to an incident is entered into the system, users can create case reports to view a summary of a specific data.

### Related Services

The LE-IMAGS Incident is the primary data element and key to much of the functionality of the LE-IMAGS system encompassing all services within the system.

Service	Data Role	Description of Use	Interoperability Format
LE-IMAGS Emergency Mapper	Producer	The LE-IMAGS Emergency Mapper integration allows an Officer to view and generate Latitude / Longitude coordinates for the location of an incident and add/remove geospatial layers (i.e., easement boundaries, water bodies, refuge boundaries, etc.). The Officer can also link a custom generated map directly within the LE-IMAGS application to an incident	Direct Data Query
LE-IMAGS CMT Database	Producer	The Corporate Master Table database stores FWS location and facility information (e.g., national refuges, easements, stations) that is made available via numerous pick-lists during the incident creation	Direct Data Query



**TABLE 3: LE-IMAGS INCIDENT SERVICES**

The LE-IMAGS Incident is created in the LE-IMAGS system. As the producer of the data that leads to the creation of an Incident, the system implements all of the business processes identified in the previous section (e.g., Investigation management, Incident process, issue violation, issue warning, and process an arrest). LE-IMAGS allows LEOs to track and process incident and related data, such as subjects, property, easements, and other pertinent information. An Incident allows an Officer to link the location that the incident occurred at through the Emergency Mapper module. This tool will generate the latitude and longitude coordinate of the incident location for instances that an address is not available. The CMT database module stores FWS locations and facility information that is generated in a pick list for an Officer to select from when creating an incident.

### Related Performance Requirements

The business, data, and service requirements for LE-IMAGS Incident information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
All Relevant FWS Policies and Regulations	Internal	Includes all relevant FWS policies, regulations, and guidance applicable to the Service's LE operations, staff, and systems.
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the protection of Endangered Species
16 USC Chapter 53 (Lacey Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the illegal taking of Fish and Wildlife
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to National Wildlife Refuge System and the Eagle Protection Act.
FBI's Uniform Crime Reporting Handbook	External	A federal Bureau of Investigation (FBI) Program to collect, publish, and archive reliable, uniform crime statistics for the nation
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 4: LE-IMAGS INCIDENT PERFORMANCE REQUIREMENTS**

The management of LE-IMAGS Incidents follows all relevant FWS policies and regulations, as well as specific guidance based on the Endangered Species, the Lacey Act, 50 CFR, Fish and the Wildlife



Improvements Act of 1978, the FBI's UCR, the National Wildlife Refuge System Administration Act and the FWS Service Manual. These acts, policies, and regulations provide FWS the authority to create, manage, and pursue an investigation while describing the rules and requirements that all FWS personnel must comply with to perform their duties.

## Officer

### Description

A FWS National Wildlife Refuge System Officer (Refuge Office or LE-IMAGS Officer) is any Service personnel who has the authority to enforce Service statutes, regulations, and policies via delegated authority. Officers must comply with all regulations and rules applicable to Federal employees, as well as abide by all policies and guidelines issued by the Service. LE-IMAGS Officers perform duties to uphold the mission of the FWS and the NWRS by helping "administer a national network of lands and waters for the conservation, management, and where appropriate, restoration of the fish, wildlife, and plant resources and their habitats within the United States for the benefit of present and future generations of Americans" (<http://www.fws.gov/refuges/about/mission.html>). The LE-IMAGS Officer data theme is associated with the following data themes:

- LE-IMAGS Policies and Standard Operating Procedures – Officers must comply with and uphold all FWS policies and procedures.
- LE-IMAGS FTEP – All Refuge Officers must undergo mandatory training at the time of hiring, as well as comply with minimum training requirements on a yearly basis.
- LE-IMAGS Incident – A LE-IMAGS Officer is responsible for activities and duties performed in relation to an Incident.

### Data Context

The LE-IMAGS Officer data context diagram indicates that there are four business processes supporting the management of an Officer's information. Staff Management represents the primary business process for this data theme by handling all data related to an Officer's workflows, training, medical exams, approval authority, staff property, etc. The Officer's duties and activities are tracked by the On the Job Process while the Training Tracking Process manages and administers all training courses required. Lastly, the Incident business process allows Officers to create a new LE-IMAGS incident. The key elements for the LE-IMAGS Officer data theme include the Officer's Name and Officer ID number. Most of the functionality needed to manage Officer-related data is performed by the LE-IMAGS system. The section below describes the requirements associated with the LE-IMAGS Officer data theme, along with the respective document sources.

Performance [Mission Requirements] Perspective						
	Related Enactment					
	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )					
	50 CFR Wildlife and Fisheries					
	28 CFR Criminal Intelligence System Operating Policy					
	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems					
	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]					
	FWS Service Manual					
Business [Process] Perspective						
Process Name	CRUD Function		Actors		BRM Mapping	



On the Job Process	Review	58	9, 10, 11, 12, 13, 15, 16, 17, 22, 26, 37, 45, 53, 72
Incident Process	Review	58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53
Staff Management Process	Review	6	27, 28, 33
Data [Business] Perspective			
	Data Theme:	LE-IMAGS Officer	
	Data Subject Area:	Officer	
	Description:	FWS NWRS Officer	
	Related Themes:	LE-IMAGS Policies and Standard Operating Procedures, LE-IMAGS FTEP, LE-IMAGS Incident	
	Key Elements:	Officer name, officer ID	
	Data Owners:	FWS Division of Refuge Law Enforcement	
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LE-IMAGS	Both	USFWS / NWRS	Direct Data Query

<b>Associated Requirements</b>			
ReqID	Type	Requirement	Source
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems
139	Performance	The DOI shall facilitate the administration of the national park system through: transportation, recreation, training programs, regulations and management.	16 USC Chapter 1 - National Park, Military Parks, Monuments, and Seashores (the National Park Service Organic Act) (Recreational Act)
144	Performance	The Department of Interior shall provide state-of-the-art management, protection, and interpretation of and research on the resources of the National Park System through LE, training programs, etc.	16 USC Chapter 79 - National Park Service Management
153	Performance	The DOI shall enforce and regulate on Federal and National lands	18 USC Chapter 91 - Public Lands
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]
467	Performance	Payment of funds to individuals with information or evidence concerning violations of law administered by FWS in excess of \$1,000 per individual shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (2)
468	Performance	Payment of funds to individuals with confidential, miscellaneous, or emergency purchases for LE activities in excess of \$1,000 shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (3)
469	Performance	All training of FWS LE personnel, including special agents, wildlife inspectors, and refuge officers, shall conform with policies and standards set forth in 446 DM (Departmental Manual) and FWS Service Manual Part 232 FW 2	FWS Service Manual Part 232 FW 2
470	Performance	The use of special funds by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 1	FWS Service Manual Part 450 FW 1
471	Performance	The payment of rewards by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 2	FWS Service Manual Part 450 FW 2
472	Performance	All FWS LE Officers shall comply with the policies for Service-issued firearms, as outlined in the FWS Service Manual Part 442 FW 1	Lacey Act Amendments (16 U.S.C. 3375(b)). 446 DM, Law Enforcement.



Associated Requirements			
ReqID	Type	Requirement	Source
477	Performance	The FWS LE shall follow guidance contained within the Freedom of Information Act (FWS Service Manual Part 203) and the Privacy Act (FWS Service Manual Part 204)	FWS Service Manual Parts 203 and 204
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1	FWS Service Manual Part 445 FW 1
483	Performance	FWS LE arrests and detentions must be conducted in accordance with guidance provide by the FWS Service Manual Part 445 FW 2	FWS Service Manual Part 445 FW 2
473	Business	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1	FWS Service Manual Part 446 FW 1
518	Business	LE-IMAGS shall track information on LE officers including information on assignment, training and certifications, and links to cases and equipment.	Interview
529	Business	LE-IMAGS shall track the unfilled officer positions available at the NWR level	Interview
289	Data	An LE-IMAGS Investigation shall contain an Officer	IMARS FWS RLE Requirements JAN 04.doc
290	Data	An LE-IMAGS Officer shall contain a Name	IMARS FWS RLE Requirements JAN 04.doc
291	Data	An LE-IMAGS Officer shall contain a Station	IMARS FWS RLE Requirements JAN 04.doc
292	Data	An LE-IMAGS Officer shall contain a Badge ID for the Refuge LE officer	IMARS FWS RLE Requirements JAN 04.doc
511	Data	Officer assignee firearms shall include Firearm type, Serial number, property number, make, model, gauge, and markings.	Interview
530	Data	LE-IMAGS shall store for each station the number of officer vacancies.	Interview
278	Service	The LE-IMAGS system shall provide a centralized database/table of NWRS LE personnel, their training, assignment, duty station and other critical information, using existing systems such as corporate tables	IMARS FWS RLE Requirements JAN 04.doc
335	Service	LE-IMAGS will enforce restrictions on access, modification, and release of electronic records	IMARS FWS RLE Requirements JAN 04.doc
531	Service	LE-IMAGS shall report as necessary the number of unfilled officer positions at each NWR.	Interview

**TABLE 5: OFFICER DATA CONTEXT DIAGRAM**

## Related Business Processes

The LE-IMAGS Officer data theme consists of four primary business processes, as described in Table 6.

Process Name	Description	Data Functions
Staff Management	Process to manage information related to FWS OLE Officers, including workflows, training, medical exams, approval authority, staff property, etc.	Create
On the Job Process	This business process represents the duties a LE Officer can participate in.	Review
Training Tracking Process	This business process represents all functions and activities related to LE Officers' Training Programs, including the ability to create new courses, track attendance, score Officer Performance, and create accounts for new Officers.	Review
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. To do so, the LEO selects to create an incident and enters specific incident identification information, including an Incident Location (using GIS mapper), Officer, station, offense / regulation classification and additional detail. From this incident, an LEO can then either create additional related data themes or search for existing data theme instances related to the incident (e.g. evidence, Officers, violations, warning, etc.).	Review



**TABLE 6: OFFICER RELATED BUSINESS PROCESSES**

A LE Officer performs all duties and activities to uphold the laws, policies, principles and guidelines of FWS. These activities are managed and tracked by four primary business functions within the LE-IMAGS system. The Staff Management process handles all HR-related data for LE Officers, including hiring and salary information, medical exams, approval authorities, delegation authority, and all property assigned to a particular LEO. The duties and overall Performance of Officers is managed by the On the Job Process, ensuring conduct is in accordance with the policies and regulations outlines in the FWS Service Manual. The Training Tracking process documents and monitors all training requirements to ensure Refuge Officers are properly prepared for field duty and remain up-to-date with rules, regulations, techniques, and skills necessary to successfully perform their jobs. And finally, the Incident process allows LEOs to create a new incident and enter new, or link to existing, information related to an investigation.

### Related Services

The LE-IMAGS system performs most of the functionality and manages data related to a Refuge Officer. The primary systems for the Officer data theme are the LE-IMAGS system and the Emergency Mapper. LE-IMAGS offers functionality that allows users to track Officers down to the specific National Wildlife Refuge at which they are stationed. It also provides reports on the current open Officer positions, individuals assigned to positions, and open requisitions for hire across the country through a standardized report. Table 7 describes the systems associated with the Officer data theme, describing the data role, description of use, and interoperability format:

Service	Data Role	Description of Use	Interoperability Format
LE-IMAGS	Both	LE-IMAGS performs several of the functions needed to manage Officer's data and support On the Job Processes that enable LEOs to perform their duties.	Direct Data Query
LE-IMAGS Emergency Mapper	Producer	The LE-IMAGS Emergency Mapper allows an OLE to generate Latitude/Longitude coordinates for the location of an incident use an ArcIMS generated map (linked from within the LE IMAGS application)	Direct Data Query

**TABLE 7: OFFICER RELATED SERVICES**

### Related Performance Requirements

FWS LE Officers must comply with, uphold, and stay current with, all the policies, procedures, rules, regulations, guidelines and guidance applicable to the Service. The primary Performance requirements related to the LE-IMAGS Officer Data theme include:

Authority	Internal/External	Description
All Relevant FWS Policies and Regulations	Internal	Includes all relevant FWS policies, regulations, and guidance applicable to the Service's LE operations, staff, and systems.
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
44 U.S.C. Chapter 35 - Security of Federal Automated	External	Defines the authority by which the FWS should function and conduct business by being certified and accredited in accordance with Office of Management and Budget Circular A-130



Information Systems		
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
Fish and Wildlife Improvement Act of 1978	Internal	Authorizes the Secretaries of the Interior and Commerce to establish, conduct, and assist with national training programs for State fish and wildlife LE personnel
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 8: OFFICER PERFORMANCE REQUIREMENTS**

## Easement

### Description

The LE-IMAGS Easement data theme consists of protected parcels of land in which the right to use the property is controlled for a specific purpose. The easement is itself a real property interest, but legal title to the underlying land is retained by the original owner for all other purposes. In the case of FWS, this is typically the U.S. Government. LE-IMAGS has the ability to track easements and their status, description, activities (violations), ground check date and flight data in addition to any comments captured by Officers. When an Officer is tracking an easement, they have the ability to do so in one of two ways: (1) a ground check to survey the easement and make sure no policies or regulations have been breached, and (2) by flying over the easement and taking aerial pictures that are then linked to the incident in the LE-IMAGS system. Once the Officer has had the opportunity to survey an easement, they update the system with the following information: suspect, landowner, operator and threat levels associated to the easement, such as the past history with a particular landowner.

The Easement data theme can be related to the following data themes within LE-IMAGS:

- LE-IMAGS Incident – An event or action that takes place on an easement that requires an investigation to take place.
- Officer – Part of a NWRs Refuge LEO duty is to maintain and regulate administered easements assigned to that individual.
- Violation – An LEO can observe an easement violation and issue a citation in the event that a landowner has breached the law.

### Data Context

The Easement data theme consists of the following business processes: Investigation Management, Issue Violation, and Incident Process. The key elements associated with an Easement are the unique identifier number associated with each easement as well as the location (latitude and longitude coordinates). As a data theme, an Easement is related to additional LE-IMAGS themes described in this section, including LE-IMAGS Incident, Violation, Officer and two services (LE-IMAGS and the Emergency Mapper module). For a complete description of the LE-IMAGS data theme, its Performance, business, and service perspectives, please turn to data context diagram.



	Related Enactment		
	16 USC Chapter 1 (a)- Historic Sites, Buildings, Objects, and Antiquities		
	16 USC Chapter 23 - National Wildlife Preservation System		
	16 USC Chapter 79 - National Park Service Management		
	Archaeological Resources Protection Act (16 U.S.C. 470aa-11)		
	18 USC Chapter 91 - Public Lands		
	FWS Service Manual		
Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
Investigation Management	Review	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Issue Violation	Create	58	9, 16, 17, 37, 45
Incident Process	Review	58, 8, 72, 73, 74,	11, 12, 17, 22, 23, 24, 28, 41
Data [Business] Perspective			
	Data Theme:	LE-IMAGS Easement	
	Data Subject Area:	Investigation Data	
	Description:	Tracking of easements and any violations	
	Related Themes:	LE-IMAGS Officer, LE-IMAGS Violations, LE-IMAGS Incident	
	Key Elements:	Unique identifier number, location (latitude and longitude coordinates)	
	Data Owners:	LE-IMAGS Case Officer	
		LE-IMAGS Regional Chief	
	LE-IMAGS Zone Officer		
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LE-IMAGS	Both	USFWS / NWRS	Direct Data Query
LE-IMAGS CMT (LE-IMAGS database)	Producer	FWS	Direct Data Query
LE-IMAGS Emergency Mapper	Producer	USFWS / NWRS	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
140	Performance	The duties and functions of the Department of Interior are to manage, preserve, restore and maintain historic and archaeological sites, buildings, and objects.	16 USC Chapter 1 (a)- Historic Sites, Buildings, Objects, and Antiquities
279	Business	LE-IMAGS shall create, Input, store, maintain, process, and query refuge LE Investigation Information and / or an Incident Descriptions in real time	IMARS FWS RLE Requirements JAN 04.doc
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information	IMARS FWS RLE Requirements JAN 04.doc
308	Business	An LE-IMAGS Investigation shall have the ability to be approved, once approved investigation is considered closed	IMARS FWS RLE Requirements JAN 04.doc
281	Data	An LE-IMAGS Investigation shall contain a Badge ID	IMARS FWS RLE Requirements JAN 04.doc
282	Data	An LE-IMAGS Investigation shall contain an Incident Classification Type	IMARS FWS RLE Requirements JAN 04.doc
283	Data	An LE-IMAGS Investigation shall contain an Event Date	IMARS FWS RLE Requirements JAN 04.doc
284	Data	An LE-IMAGS Investigation shall contain a Location	IMARS FWS RLE Requirements JAN 04.doc
285	Data	An LE-IMAGS Investigation shall contain a Station	IMARS FWS RLE Requirements JAN 04.doc
300	Data	An LE-IMAGS incident shall contain a Case ID	IMARS FWS RLE Requirements JAN 04.doc
301	Data	An LE-IMAGS incident shall contain a region number	IMARS FWS RLE Requirements JAN 04.doc
302	Data	An LE-IMAGS Incident shall contain a Classification / Offense	IMARS FWS RLE Requirements JAN 04.doc
303	Data	An LE-IMAGS Incident shall have a regulation type associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc



Associated Requirements			
ReqID	Type	Requirement	Source
304	Data	An LE-IMAGS Incident classification shall have the ability to provide a state specific code	IMARS FWS RLE Requirements JAN 04.doc
305	Data	An LE-IMAGS Incident classification shall provide the cost to the government	IMARS FWS RLE Requirements JAN 04.doc
306	Data	An LE-IMAGS Incident classification shall provide the statute or description associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc
307	Data	An LE-IMAGS Incident shall be able to track the Use of Force	IMARS FWS RLE Requirements JAN 04.doc
309	Data	An LE-IMAGS Investigation shall contain any attachments associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
311	Data	An LE-IMAGS Investigation shall contain any Easement Violation information	IMARS FWS RLE Requirements JAN 04.doc
312	Data	An LE-IMAGS Incident shall have the ability to link additional incidents	IMARS FWS RLE Requirements JAN 04.doc
318	Data	An LE-IMAGS Incident shall have the ability to link any Easement Violations	IMARS FWS RLE Requirements JAN 04.doc
320	Data	An LE-IMAGS Incident shall contain any Case Dispositions associated with the case	IMARS FWS RLE Requirements JAN 04.doc
160	Service	LE-IMAGS shall interface with Emergency Mapper Data	LE-IMAGS_Data_Interfaces_LE.doc

**TABLE 9: EASEMENT DATA CONTEXT DIAGRAM**



## Related Business Processes

The Easement data theme consists of three distinct business processes, as described in Table 10.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigation and perform their duties (e.g., flying a plane over easements, collecting evidence, interviewing suspects, speaking with informants, etc.). This process also includes the activities performed in the LE-IMAGS system, such as creating a new incident, linking relevant evidence to an investigation, and handling other processes related to incident management. An investigation may have a one-to-one or one-to-many relationship with incident	Create
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. To do so, the LEO selects to create an incident and enters specific incident identification information pertaining to an easement incident, including an Incident Location (using GIS mapper), Officer, station, offense / regulation classification and additional detail. From this incident, an LEO can then either create additional related data themes or search for existing data theme instances related to the incident (e.g. evidence, Officers, violations, warning, etc. In	Review
Issue Violation	During the creation of an easement violation, if the LE Officer identifies the need for further investigation, the system will create an incident based on the investigation information including the information contained in the easement violation issued. Once created, the Officer can add additional related data themes (e.g. property items, Officers, etc.) to the incident	Create

**TABLE 10: EASEMENT BUSINESS PROCESSES**

In order to regulate and manage an Easement, LE Officers must follow specific business processes. A refuge LE Officer is assigned to specific Easements within their region that they must regulate on a consistent basis in one of two ways: (1) a ground check to survey the easement and make sure no policies or regulations have been breached, and (2) by flying over the easement and taking aerial pictures that are then linked to the incident in the LE-IMAGS system. In the event that a landowner has breached an easement regulation, an Officer can create a new incident and issue any related violations to the individual. When an Officer has completed his easement inspections he can then upload any details including noted violations and incidents that may have occurred in addition to any pictures taken by the Officer.

## Related Services

The LE-IMAGS Easement data theme is related to the following LE-IMAGS services:

Service	Data Role	Description of Use	Interoperability Format
LE-IMAGS Emergency Mapper	Producer	The LE-IMAGS Emergency Mapper allows an OLE to generate Latitude/Longitude coordinates for the location of an easement using an ArcIMS generated map (linked from within the LE IMAGS application)	Direct Data Query
LE-IMAGS CMT Database	Producer	The Corporate Master Table database stores FWS location and facility information (e.g., national refuges, easements, stations) that is made available via numerous pick-lists during the incident creation processes within the LE-IMAGS system.	Direct Data Query

**TABLE 11: LE-IMAGS EASEMENT SERVICES**

The Easement data theme is updated and managed through the LE-IMAGS system. An Officer is assigned to certain easements through the system and has the ability to update new information related to an easement, such as county, township, range, section/quarter, to describe the easement location, status, description, activity associated, 1<sup>st</sup> flight date, ground check date, last checked in date,



2<sup>nd</sup> flights date, final review date, and comments. Additionally, an Officer has the ability to track easement locations using the LE-IMAGS Emergency Mapper tool that interfaces with the LE-IMAGS system. This tool enables an Officer to locate particular easements on a map via latitude and longitude coordinates and to conduct examinations of the easement locations via ground or flight inspections. When an Officer opens an easement incident, they have the ability to search a suspect list that is pulled from the CMT database. Within this list the Officer can pull driver's license pictures from the DMV and upload into LE-IMAGS so that a picture of a suspect or witness is available.

### Related Performance Requirements

The business, data, and service requirements for Easement information is based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
16 USC Chapter 1 (a)- Historic Sites, Buildings, Objects, and Antiquities	External	Defines the authority by which the FWS is allowed to manage, preserve, restore and maintain historic and archaeological sites, buildings, and objects.
18 USC Chapter 91 - Public Lands	External	Defines the authority by which the FWS shall protect and regulate against any wrong doing to government property and contracts including but not limited to buildings, LE animals, systems, stations, etc.
16 USC Chapter 23 - National Wildlife Preservation System	External	Defines the authority by which the FWS is allowed to enforce regulations in order to maintain and preserve the National Wilderness Preservation System
16 USC Chapter 79 - National Park Service Management	External	Defines the authority by which the FWS shall enforce the management, protection, and interpretation of and research on the resources of the National Park System through LE, training programs, etc.
16 USC 470aa-11 - Archaeological Resources Protection Act	External	Defines the authority by which FWS shall enforce regulations to protect archeological sites
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 12: LE-IMAGS EASEMENT PERFORMANCE REQUIREMENTS**

The management of Easements in LE-IMAGS follows specific guidance based on laws and regulations identified in 16 USC Chapter 23, 16 USC Chapter 79, 16 USC Chapter 1(a), 18 USC Chapter 91, 16 USC 470aa-11, and the FWS Service Manual. These acts, policies, and regulations give the FWS the authority to create, manage, and pursue an easement while describing the rules and requirements that all FWS personnel must comply with to perform their duties.

### Offense / Regulation

#### Description

The Offense / Regulations data theme helps LE-IMAGS Officers classify the type of offenses committed. Types of offenses that LE-IMAGS tracks include Criminal CFR, Non-Criminal CFR, Civil CFR,



Outstanding Warrants, and Non-Criminal incidents. LE-IMAGS Incidents contain an offense classification as well as the regulation type associated with the specific offense. Non-Criminal incidents are not necessarily related to an enforced law, but LE-IMAGS tracks and reports on such incidents (e.g., a drowning on a National Refuge). The LE-IMAGS Offense / Regulation data theme is associated with the following data themes:

- LE-IMAGS Violation – Violations recorded in the system must be classified based on the Offense and type of Regulation that was breached.
- LE-IMAGS Arrest – Certain types of Incidents lead to the Arrest of the involved party(ies) based on the type of Offense committed (e.g., State Warrant Arrest – Misdemeanor Adult, State Warrant Arrest – Felony Adult, Federal Warrant Arrest – Felony) or Regulation breached (18 USC 371 Conspiracy to commit Offense – Criminal CFR).
- LE-IMAGS Person – An Offense will indicate all individuals associated with an incident, including suspects, witnesses, victims, landowners, etc.
- LE-IMAGS Incident – LE-IMAGS includes the type of Offense and respective Regulation associated with an Incident as part of the Investigation Management process.

### Data Context

The LE-IMAGS Offense / Regulations data theme plays a fundamental role in how FWS OLE conducts its operations and accomplishes its duties. Regulations are associated with several aspects of the duties performed by Officers on the field, and each Incident must link to an Offense committed or a Regulation broken. Given the overarching role that Regulations play in LE, the business processes for this data theme encompass most activities performed by Officers, who must comply with FWS policies and regulations. Those business processes, described in the next section, include Investment Management, Incident Process, Issue Violation, and Issue Arrest. The key elements for the Regulations data theme are Regulation Classification and State Specific Code. There are several requirements associated with Offense / Regulations, as illustrated by the data context diagram. The following sections provide additional detail related to the business processes, services, and Performance requirements related to this data theme.

Performance [Mission Requirements] Perspective				
	Related Enactment			
	All Relevant FWS Policies and Regulations			
	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)			
	FWS Service Manual			
Business [Process] Perspective				
Process Name		CRUD Function	Actors	BRM Mapping
Incident Process		Create	58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53
Investigation Management		Review	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Data [Business] Perspective				
	Data Theme:	LE-IMAGS Offense / Regulations		
	Data Subject Area:	Investigation Data		
	Description:	Classifies type of Offense ; Criminal CFR, Non-Criminal, Outstanding Warrant, Civil CFR, Non-Criminal CFR		
	Related Themes:	Officer, LE-IMAGS Person, LE-IMAGS Violations, LE-IMAGS Incident		
	Key Elements:	Regulation classification, State specific code		
	Data Owners:	LE-IMAGS Case Officer		
		LE-IMAGS Regional Chief		



LE-IMAGS Zone Officer			
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LE-IMAGS	Both	USFWS / NWRS	Direct Data Query
LE-IMAGS CMT (LE-IMAGS database)	Producer	FWS	Direct Data Query



Associated Requirements				
ReqID	Type	Requirement		Source
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)		FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)
477	Performance	The FWS LE shall follow guidance contained within the Freedom of Information Act (FWS Service Manual Part 203) and the Privacy Act (FWS Service Manual Part 204)		FWS Service Manual Parts 203 and 204
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1		FWS Service Manual Part 445 FW 1
483	Performance	FWS LE arrests and detentions must be conducted in accordance with guidance provide by the FWS Service Manual Part 445 FW 2		FWS Service Manual Part 445 FW 2
279	Business	LE-IMAGS shall create, Input, store, maintain, process, and query refuge LE Investigation Information and / or an Incident Descriptions in real time		IMARS FWS RLE Requirements JAN 04.doc
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information		IMARS FWS RLE Requirements JAN 04.doc
308	Business	An LE-IMAGS Investigation shall have the ability to be approved, once approved investigation is considered closed		IMARS FWS RLE Requirements JAN 04.doc
282	Data	An LE-IMAGS Investigation shall contain an Incident Classification Type		IMARS FWS RLE Requirements JAN 04.doc
283	Data	An LE-IMAGS Investigation shall contain an Event Date		IMARS FWS RLE Requirements JAN 04.doc
284	Data	An LE-IMAGS Investigation shall contain a Location		IMARS FWS RLE Requirements JAN 04.doc
285	Data	An LE-IMAGS Investigation shall contain a Station		IMARS FWS RLE Requirements JAN 04.doc
289	Data	An LE-IMAGS Investigation shall contain an Officer		IMARS FWS RLE Requirements JAN 04.doc
293	Data	An LE-IMAGS Investigation shall have the ability to link additional officers to the incident		IMARS FWS RLE Requirements JAN 04.doc
294	Data	An LE-IMAGS Investigation shall contain a Person		IMARS FWS RLE Requirements JAN 04.doc
300	Data	An LE-IMAGS incident shall contain a Case ID		IMARS FWS RLE Requirements JAN 04.doc
301	Data	An LE-IMAGS incident shall contain a region number		IMARS FWS RLE Requirements JAN 04.doc
302	Data	An LE-IMAGS Incident shall contain a Classification / Offense		IMARS FWS RLE Requirements JAN 04.doc
303	Data	An LE-IMAGS Incident shall have a regulation type associated with the offense/classification		IMARS FWS RLE Requirements JAN 04.doc
304	Data	An LE-IMAGS Incident classification shall have the ability to provide a state specific code		IMARS FWS RLE Requirements JAN 04.doc
305	Data	An LE-IMAGS Incident classification shall provide the cost to the government		IMARS FWS RLE Requirements JAN 04.doc
306	Data	An LE-IMAGS Incident classification shall provide the statute or description associated with the offense/classification		IMARS FWS RLE Requirements JAN 04.doc
307	Data	An LE-IMAGS Incident shall be able to track the Use of Force		IMARS FWS RLE Requirements JAN 04.doc
309	Data	An LE-IMAGS Investigation shall contain any attachments associated with the incident		IMARS FWS RLE Requirements JAN 04.doc
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident		IMARS FWS RLE Requirements JAN 04.doc
320	Data	An LE-IMAGS Incident shall contain any Case Dispositions associated with the case		IMARS FWS RLE Requirements JAN 04.doc



Associated Requirements			
ReqID	Type	Requirement	Source
278	Service	The LE-IMAGS system shall provide a centralized database/table of NWRS LE personnel, their training, assignment, duty station and other critical information, using existing systems such as corporate tables	IMARS FWS RLE Requirements JAN 04.doc
333	Service	LE-IMAGS shall generate standard and custom reports associated with refuge LE activities	IMARS FWS RLE Requirements JAN 04.doc
336	Service	LE-IMAGS shall have the ability to interface with CMT database and use this information as the source of refuge-related data	IMARS FWS RLE Requirements JAN 04.doc

**TABLE 13: OFFENSE / REGULATION DATA CONTEXT DIAGRAM**

### Related Business Processes

The LE-IMAGS Offense / Regulation Theme consists of four business processes, as described in Table 14 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigations and perform their duties (e.g., flying a plane over refuge land, collecting evidence, interviewing suspects, speaking with informants, etc.). Investigations are governed by FWS and LE laws and regulations.	Review
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. The system allows users to enter the type of offense committed and which Regulation was broken (e.g., Criminal - C.F.R./U.S.C.: 16 USC 718a - Hunting migratory waterfowl without a federal duck stamp.)	Review
Issue Violation	An Officer issues a violation based on an Offense committed by an individual that breaches a Federal or FWS Regulation. For example, violating the Airborne Hunting Act is considered a Criminal CFR type of incident.	Review
Issue Arrest	This business process allows a LE Officer to arrest a suspect involved in an incident for breaking the law. Once an arrest has taken place an incident then will turn into a case that will be held in the court of law.	Review

**TABLE 14: OFFENSE / REGULATION RELATED BUSINESS PROCESSES**

The LE-IMAGS Offenses and Regulations business processes encompass activities performed by Officers and are therefore applicable to functions completed on the field and in a FWS OLE office that leverage the LE-IMAGS system. These business processes link investigations and incidents to Offenses committed and Regulations breached in a National Refuge.

### Related Services

The LE-IMAGS system must comply with FWS Regulations as well as policies applicable to systems that manage criminal intelligence information. Moreover, Officers must report the type of Offense (e.g., Criminal CFR, Non-Criminal CFR, Civil CFR, Outstanding Warrants, and Non-Criminal incidents) committed for a specific incident to be created, as well as the Regulation that was broken. The Corporate Master Table is a database that stores relevant information related to an incident that can support the investigation management processes performed in LE-IMAGS. The data role, description of use, and interoperability format for the services related to the Offense / Regulation data theme are outlined in Table 15 below.

Service	Data Role	Description of Use	Interoperability Format
LE-IMAGS	Both	The LE-IMAGS system must comply with and abide to all FWS OLE regulations, as well as external regulations (e.g., the Intelligence subsystem must comply with 28 CFR Part 23). LE-IMAGS allows	Direct Data Query



LE-IMAGS CMT (LE-IMAGS database)	Consumer	Officers to classify each incident by Offense type as well as indicate Regulations breached.  The Corporate Master Table database stores Officer and relevant LE Information that can then be tied to an Incident through the LE-IMAGS system.	Direct Data Query
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**TABLE 15: OFFENSE / REGULATION RELATED SERVICES**

### Related Performance Requirements

The business, data, service, and Performance requirements for LE-IMAGS Offense / Regulation information are based on the following policies, legal authorities, and other rules and regulations:

Authority	Internal/External	Description
All Relevant FWS Policies and Regulations	Internal	Includes all relevant FWS policies, regulations, and guidance applicable to the Service's LE operations, staff, and systems.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.
FBI's Uniform Crime Reporting Handbook	External	A federal Bureau of Investigation (FBI) Program to collect, publish, and archive reliable, uniform crime statistics for the nation

**TABLE 16: OFFENSE / REGULATION PERFORMANCE REQUIREMENTS**

The LE-IMAGS Offense / Regulations Performance Requirements encompass policies and regulations applicable to the Service and to LE Offices. The FWS Service Manual includes extensive policies, rules, regulations, and guidelines regarding operations, Officers, and particularly systems that handle criminal intelligence information, such as LE-IMAGS. On top of the internal regulations that FWS have to comply with, LE agencies must comply with requirements from the FBI's Uniform Crime Reporting (UCR) and the National Incident-Based Reporting System (NIBRS).

### Violation

#### Description

The Violation data theme represents the many misdemeanor violations of Federal wildlife laws and regulations that NWRS Officers enforce. Issuing a Violation Notice is not the same as an arrest, and therefore the LE-IMAGS system distinguishes between the two data themes. Violations are provided as a selectable pick-list in the LE-IMAGS system based on the Regulation that is selected during incident creation. The LE-IMAGS Violation data theme is associated with the following data themes:

- LE-IMAGS Offense / Regulation – Violations are issued based on an Individual's offense or the failure to comply with a NWRS regulation.
- LE-IMAGS Officer – Refuge Officers issue, manage, and document Violations for incidents reported on a National Refuge.
- LE-IMAGS Incident – LEOs issue violations as a result of an incident (see Incident data theme for a detailed description of LE-IMAGS Incidents).

#### Data Context



The Violation data theme is associated with three business processes that support the management of Violation-related data in LE-IMAGS. The Issue Violation business process represents the documenting of the incident in LE-IMAGS. This process is part of the investigation management process and subsequently the Incident process. The key element for the LE-IMAGS Violation data theme is the Violation Number, present in all tickets issued by LE Officers. The functionality needed to document, manage, and update Violations is performed by the LE-IMAGS system. There are several requirements associated with the LE-IMAGS Violation data theme, as illustrated by the Violation data context diagram.

Performance [Mission Requirements] Perspective				
	Related Enactment			
	16 USC Chapter 35 - Endangered Species (Endangered Species Act)			
	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)			
	16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)			
	50 CFR Wildlife and Fisheries			
	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)			
	FWS Service Manual			
Business [Process] Perspective				
Process Name	CRUD Function		Actors	BRM Mapping
Issue Violation	Create		58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Investigation Management	Review		58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Incident Process	Review		58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53
Data [Business] Perspective				
	Data Theme:		LE-IMAGS Violation	
	Data Subject Area:		Resulting Action	
	Description:		Violations resulting from an incident	
	Related Themes:		LE-IMAGS Officer, LE-IMAGS Offense / Regulations, LE-IMAGS Incident	
	Key Elements:		Violation Number	
	Data Owners:		LE-IMAGS Case Officer	
			LE-IMAGS Regional Chief	
		LE-IMAGS Zone Officer		
Service [Applications] Perspective				
System Name	Data Role		Managing Org	Interoperability Format
LE-IMAGS	Both		USEWS / NWRS	Direct Data Query

Associated Requirements				
ReqID	Type	Requirement	Source	
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)	
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1	FWS Service Manual Part 445 FW 1	
497	Performance	If an officer determines that the intelligence is an allegation of a specific violation of Federal wildlife law(s) or regulation(s) that should be disseminated to a specific Region or office, the officer must select "Yes" in the COV (complaint of violation)	"FWS Service Manual Part 449 FW 1, 1.11 C (3) LEMIS Intel Subsystem"	



Associated Requirements			
ReqID	Type	Requirement	Source
279	Business	LE-IMAGS shall create, Input, store, maintain, process, and query refuge LE Investigation Information and / or an Incident Descriptions in real time	IMARS FWS RLE Requirements JAN 04.doc
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information	IMARS FWS RLE Requirements JAN 04.doc
308	Business	An LE-IMAGS Investigation shall have the ability to be approved, once approved investigation is considered closed	IMARS FWS RLE Requirements JAN 04.doc
327	Business	LE-IMAGS shall have the ability to create, review, update and delete an Violation Notice Process	IMARS FWS RLE Requirements JAN 04.doc
280	Data	An LE-IMAGS Investigation shall contain a Case ID	IMARS FWS RLE Requirements JAN 04.doc
281	Data	An LE-IMAGS Investigation shall contain a Badge ID	IMARS FWS RLE Requirements JAN 04.doc
282	Data	An LE-IMAGS Investigation shall contain an Incident Classification Type	IMARS FWS RLE Requirements JAN 04.doc
283	Data	An LE-IMAGS Investigation shall contain an Event Date	IMARS FWS RLE Requirements JAN 04.doc
284	Data	An LE-IMAGS Investigation shall contain a Location	IMARS FWS RLE Requirements JAN 04.doc
285	Data	An LE-IMAGS Investigation shall contain a Station	IMARS FWS RLE Requirements JAN 04.doc
288	Data	An LE-IMAGS Station shall contain an Organization Code for the Refuge Station	IMARS FWS RLE Requirements JAN 04.doc
289	Data	An LE-IMAGS Investigation shall contain an Officer	IMARS FWS RLE Requirements JAN 04.doc
294	Data	An LE-IMAGS Investigation shall contain a Person	IMARS FWS RLE Requirements JAN 04.doc
300	Data	An LE-IMAGS incident shall contain a Case ID	IMARS FWS RLE Requirements JAN 04.doc
301	Data	An LE-IMAGS incident shall contain a region number	IMARS FWS RLE Requirements JAN 04.doc
302	Data	An LE-IMAGS Incident shall contain a Classification / Offense	IMARS FWS RLE Requirements JAN 04.doc
303	Data	An LE-IMAGS Incident shall have a regulation type associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc
304	Data	An LE-IMAGS Incident classification shall have the ability to provide a state specific code	IMARS FWS RLE Requirements JAN 04.doc
305	Data	An LE-IMAGS Incident classification shall provide the cost to the government	IMARS FWS RLE Requirements JAN 04.doc
306	Data	An LE-IMAGS Incident classification shall provide the statute or description associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc
307	Data	An LE-IMAGS Incident shall be able to track the Use of Force	IMARS FWS RLE Requirements JAN 04.doc
309	Data	An LE-IMAGS Investigation shall contain any attachments associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
320	Data	An LE-IMAGS Incident shall contain any Case Dispositions associated with the case	IMARS FWS RLE Requirements JAN 04.doc
328	Data	An LE-IMAGS violation shall have a violation number associated with it	IMARS FWS RLE Requirements JAN 04.doc



Associated Requirements				
ReqID	Type	Requirement		Source
329	Data	An LE-IMAGS violation shall state the type of violation		IMARS FWS RLE Requirements JAN 04.doc
330	Data	An LE-IMAGS violation shall track how much the ticket was for		IMARS FWS RLE Requirements JAN 04.doc
337	Service	LE-IMAGS shall provide the ability to format and send relevant violation data to the CVB database and receive information from CVB for storage into the IMARS/FWS/RLE database		IMARS FWS RLE Requirements JAN 04.doc

**TABLE 17: VIOLATION DATA CONTEXT DIAGRAM**

### Related Business Processes

The LE-IMAGS Violation data theme consists of three primary business processes, as described in Table 18 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigations and perform their duties (e.g., flying a plane over refuge land, collecting evidence, interviewing suspects, speaking with informants, etc.). Violation Notices are linked to investigation data to provide additional information related to an incident.	Review
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. An incident can be linked to existing violations or can be created as a result of a violation being issued (e.g., a Refuge Officer checks Hunters for appropriate permits and issues a violation notice for an unplugged shotgun. Violation Notices may lead to creation of an incident if additional investigation is required).	Review
Issue Violation	During the creation of a Violation, if the LE Officer identifies the need for further investigation, the system will create an incident based on the investigation information including the information contained in the violation issued. Once created, the Officer can add additional related data themes (e.g. property items, Officers, etc.) to the incident	Create

**TABLE 18: VIOLATION RELATED BUSINESS PROCESSES**

Refuge Officers issue Violations to individuals failing to comply with the rules and regulations of the NWRS. Those Violations are managed and tracked by three business processes in LE-IMAGS. The Investigation Management process includes overarching duties and activities performed by LEOs to investigate an incident that leads to the issuance of a Violation. The Incident business process includes the functionality Officers leverage in LE-IMAGS to document information related to a Violation Notice. The Issue Violation business process allows Officers to create a new Violation in the system and link the information to related data themes (e.g., property items, previous violations, evidence, etc.).

### Related Services

The functionality required to manage Violations issued by Refuge Officers is provided by the LE-IMAGS system, including the ability to create, review, update, and delete a Violation. As a LE-IMAGS Officer records the issuance of a Violation Notice, the user can enter information related to the Violation, a person's identification, incident, vehicle, and relevant regulations on the entry-level screen of LE-IMAGS. If the Officer determines that a case for an investigation should be created, the system links person, property, violation notice and related data to the case. Violations can be issued as a result of an incident or an arrest. In both instances, data is transferred to the CVB to process payments or initiate an external court process.



## Related Performance Requirements

The business, data, and service requirements for LE-IMAGS Violation Notices are regulated by the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
16 USC Chapter 35 (Endangered Species Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the protection of Endangered Species
16 USC Chapter 53 (Lacey Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the illegal taking of Fish and Wildlife
16 USC Chapter 7 - Game and Wild Birds Preservation (Migratory Bird Treaty Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the preservation, distribution, introduction, and restoration of game birds and other wild birds
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
FBI's Uniform Crime Reporting Handbook	External	A federal Bureau of Investigation (FBI) Program to collect, publish, and archive reliable, uniform crime statistics for the nation
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 19: VIOLATION PERFORMANCE REQUIREMENTS**

The management of Violation data in LE-IMAGS follows specific guidance based on laws and regulations identified above. These acts and policies provide the FWS the authority to issue a Violation while describing the rules and requirements that all FWS personnel must comply with during an investigation.

## Warning

### Description

The Warning data theme includes verbal or written tickets issued to individuals who fail to comply with NWRS rules and regulations. A warning contains incident data (e.g., suspect, location, violation) and can be linked to an incident within LE-IMAGS. For example, an Officer investigates an incident where a person is on the refuge after hours. The Officer documents the issuance of a verbal or written warning given to the person and an incident is created in LE-IMAGS. The Officer can also link an existing warning to this incident, for example a previous warning for an illegal alligator trap placed in the vicinity of where this recent warning was issued. The LE-IMAGS Warning data theme is associated with the following data themes:

- LE-IMAGS Person – Warnings are typically associated with an individual involved in an incident (suspect, victim, landowner, etc.).
- LE-IMAGS Officer – Refuge Officers issue, manage and document warnings related to tickets handed out on NWRS land.
- LE-IMAGS Incident – LEOs issue warnings as a result of an incident (see Incident data theme for a detailed description of LE-IMAGS Incidents).



## Data Context

The LE-IMAGS Warnings data context diagram indicates that there are three business processes associated with the Warnings data theme: Investigation Management, Incident Process, and Issue Warning. The key elements for this data theme include the Incident/case number and the Person's ID number. Most of the functionality needed to manage Warning-related data is performed by the LE-IMAGS system. There are 19 requirements associated with the LE-IMAGS Warning data theme, as illustrated in the data context diagram.

Performance [Mission Requirements] Perspective				
	Related Enactment			
	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)			
	16 USC Chapter 79 - National Park Service Management			
	18 USC Chapter 91 - Public Lands			
	FWS Service Manual			
Business [Process] Perspective				
Process Name	CRUD Function	Actors	BRM Mapping	
Incident Process	Review	58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53	
Issue Warning	Create	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 53, 54	
Investigation Management	Create	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54	
Data [Business] Perspective				
	Data Theme:	LE-IMAGS Warning		
	Data Subject Area:	Resulting Action		
	Description:	Verbal or written warning resulting from an investigation		
	Related Themes:	LE-IMAGS Person, LE-IMAGS Officer, LE-IMAGS Incident		
	Key Elements:	Case Number, Person ID		
	Data Owners:	LE-IMAGS Case Officer		
		LE-IMAGS National LE Chiefs		
		LE-IMAGS Regional Chief		
		LE-IMAGS Zone Officer		
Service [Applications] Perspective				
System Name	Data Role	Managing Org		Interoperability Format
LE-IMAGS	Both	USFWS / NWRS		Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
137	Performance	The Department of Interior shall manage and conserve the "National Wildlife Refuge System" through enforcing policies and creating programs	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)
141	Performance	The DOI shall support FWS by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1	FWS Service Manual Part 445 FW 1
279	Business	LE-IMAGS shall create, input, store, maintain, process, and query refuge LE Investigation Information and / or an Incident Descriptions in real time	IMARS FWS RLE Requirements JAN 04.doc
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information	IMARS FWS RLE Requirements JAN 04.doc



Associated Requirements			
ReqID	Type	Requirement	Source
325	Business	LE-IMAGS shall have the ability to create, review, update and delete a Warning Process	IMARS FWS RLE Requirements JAN 04.doc
325	Business	LE-IMAGS shall have the ability to create, review, update and delete an Warning Process	IMARS FWS RLE Requirements JAN 04.doc
473	Business	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1	FWS Service Manual Part 446 FW 1
294	Data	An LE-IMAGS Investigation shall contain a Person	IMARS FWS RLE Requirements JAN 04.doc
300	Data	An LE-IMAGS incident shall contain a Case ID	IMARS FWS RLE Requirements JAN 04.doc
301	Data	An LE-IMAGS incident shall contain a region number	IMARS FWS RLE Requirements JAN 04.doc
302	Data	An LE-IMAGS Incident shall contain a Classification / Offense	IMARS FWS RLE Requirements JAN 04.doc
303	Data	An LE-IMAGS Incident shall have a regulation type associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc
304	Data	An LE-IMAGS Incident classification shall have the ability to provide a state specific code	IMARS FWS RLE Requirements JAN 04.doc
305	Data	An LE-IMAGS Incident classification shall provide the cost to the government	IMARS FWS RLE Requirements JAN 04.doc
306	Data	An LE-IMAGS Incident classification shall provide the statute or description associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc
307	Data	An LE-IMAGS Incident shall be able to track the Use of Force	IMARS FWS RLE Requirements JAN 04.doc
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
320	Data	An LE-IMAGS Incident shall contain any Case Dispositions associated with the case	IMARS FWS RLE Requirements JAN 04.doc

TABLE 20: WARNING DATA CONTEXT DIAGRAM

### Related Business Processes

The LE-IMAGS Warning data theme consists of three primary business processes, as described in Table 21 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigations and perform their duties (e.g., flying a plane over refuge land, collecting evidence, interviewing suspects, speaking with informants, etc.). This process also includes the activities performed in the LE-IMAGS system, such as creating a new incident, linking relevant data to an investigation, and handling other processes related to incident management. An investigation may have a one-to-one or one-to-many relationship with incidents.	Review
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. An incident can be linked to existing warnings or can be created as a result of a warning being issued (e.g., a Refuge Officer finds an illegal alligator trap placed on a refuge, in the vicinity of where a warning was previously issued).	Review
Issue Warning	This business process allows for a LE Officer to issue a verbal or written warning to an individual involved in an incident for misconduct.	Create

TABLE 21: WARNING BUSINESS PROCESSES

Refuge Officers issuing written or verbal Warnings manage and track Warning-related information through three business processes in LE-IMAGS. The Investigation Management process includes overarching duties and activities performed by LEOs to investigate an incident. These investigation processes can lead to the issuance of a warning to individuals. The Incident business process includes the functionality Officers leverage in the LE-IMAGS system to document information related to an



incident. In the context of a LE-IMAGS Warning, Officers can link one or many warnings to an investigation, and the process of creating a warning in LE-IMAGS represents the third business process illustrated in the table above.

### Related Services

The system functions needed to manage Warnings issued by Refuge Officers is provided by the LE-IMAGS system, including the ability to create, review, update, and delete a Warning. As a LE-IMAGS Officer records the issuance of a written or verbal warning, the system allows users to include information related to the warning, a person's identification, and relevant regulations. Officers also have the ability to check in the system for prior warnings or violation notices associated with the ticketed person, allowing for all information related to incidents to be linked together.

### Related Performance Requirements

LE-IMAGS will issue a verbal or written warning to individuals failing to comply with the rules and regulations issued by the Service in relation to Refuges. The Performance requirements related to the LE-IMAGS Warning Data theme include:

Authority	Internal/External	Description
16 USC Chapter 5(a) – Protection and Conservation of Wildlife (Eagle Protection Act) (National Wildlife Refuge System Administration Act)	Internal	Defines the authority by which the FWS is allowed to enforce regulations related to National Wildlife Refuge System and the Eagle Protection Act.
16 USC Chapter 79 - National Park Service Management	Internal	Defines the authority by which the FWS should function and conduct business by being certified and accredited in accordance with Office of Management and Budget Circular A-130
18 USC Chapter 91 - Public Lands	Internal	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 22: WARNING PERFORMANCE REQUIREMENTS**

The management of Warning-related data in LE-IMAGS follows specific guidance based on laws and regulations identified above. These acts and policies provide the FWS the authority to issue a verbal or written Warning while describing the rules and requirements that all FWS personnel must comply with during an investigation.

### Arrest

#### Description



An arrest occurs when an Officer takes a person into custody in order to have the individual answer to a criminal charge. The Officer must establish probable cause that the person is committing or has committed a crime in order to make a lawful arrest. A Refuge Officer may search an arrested individual for potential evidence supporting an incident, but the search must be limited in scope and be made at the same time and place as the arrest. The LE-IMAGS system provides Officers with the ability to document arrests associated with incidents, including details such as the person's identity, the committed violation, evidence found during a search, location of the arrest, etc. The LE-IMAGS Arrest data theme is associated with the following data themes:

- LE-IMAGS Warning – In the process of issuing a verbal or written warning, Refuge Officers may come across evidence that warrants an arrest.
- LE-IMAGS Violation – Arrests may be resulted from the issuance of a Violation.
- LE-IMAGS Officer – Refuge Officers perform the seizure of individuals who break or fail to comply with NWRS rules and regulations.
- LE-IMAGS Incident – Certain Incidents may include Arrest information is the Offense committed led to the arrest of individuals.

### Data Context

The LE-IMAGS Arrest data context diagram indicates that there are three business processes associated with the Violation data theme: Investigation Management, Incident Process, and Issue Arrest. The key element for this data theme is the ticket number issued during the arrest. Most of the functionality needed to manage Violation-related data is performed by the LE-IMAGS system. There are several requirements associated with the Arrest data theme, as illustrated in the data context diagram.

Performance [Mission Requirements] Perspective				
	Related Enactment			
	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)			
	16 USC Chapter 5(b) - Wildlife Restoration			
	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)			
	FWS Service Manual			
Business [Process] Perspective				
Process Name	CRUD Function		Actors	BRM Mapping
Incident Process		Review	58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53
Investigation Management		Create	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Issue Arrest		Create	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Data [Business] Perspective				
	Data Theme:	LE-IMAGS Arrest		
	Data Subject Area:	Resulting Action		
	Description:	Arrests generated from an incident		
	Related Themes:	LE-IMAGS Warnings, LE-IMAGS Officer, LE-IMAGS Violations, LE-IMAGS Incident		
	Key Elements:	Ticket Number		
	Data Owners:	LE-IMAGS Case Officer		
		LE-IMAGS National LE Chiefs		
		LE-IMAGS Zone Officer		
		LE-IMAGS Regional Chief		
Service [Applications] Perspective				
System Name	Data Role		Managing Org	Interoperability Format



LE-IMAGS		Both	USFWS / NWRS	Direct Data Query
Associated Requirements				
ReqID	Type	Requirement		Source
141	Performance	The DOI shall support the Fish and Wildlife Service by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species		16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)		FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)		FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1		FWS Service Manual Part 445 FW 1
483	Performance	FWS LE arrests and detentions must be conducted in accordance with guidance provide by the FWS Service Manual Part 445 FW 2		FWS Service Manual Part 445 FW 2
279	Business	LE-IMAGS shall create, input, store, maintain, process, and query refuge LE Investigation Information and / or an Incident Descriptions in real time		IMARS FWS RLE Requirements JAN 04.doc
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information		IMARS FWS RLE Requirements JAN 04.doc
308	Business	An LE-IMAGS Investigation shall have the ability to be approved, once approved investigation is considered closed		IMARS FWS RLE Requirements JAN 04.doc
331	Business	LE-IMAGS shall have the ability to create, review, update and delete an Warranted Arrest Process		IMARS FWS RLE Requirements JAN 04.doc
331	Business	LE-IMAGS shall have the ability to create, review, update and delete an Warranted Arrest Process		IMARS FWS RLE Requirements JAN 04.doc
473	Business	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1		FWS Service Manual Part 446 FW 1
280	Data	An LE-IMAGS Investigation shall contain a Case ID		IMARS FWS RLE Requirements JAN 04.doc
281	Data	An LE-IMAGS Investigation shall contain a Badge ID		IMARS FWS RLE Requirements JAN 04.doc
282	Data	An LE-IMAGS Investigation shall contain an Incident Classification Type		IMARS FWS RLE Requirements JAN 04.doc
283	Data	An LE-IMAGS Investigation shall contain an Event Date		IMARS FWS RLE Requirements JAN 04.doc
284	Data	An LE-IMAGS Investigation shall contain a Location		IMARS FWS RLE Requirements JAN 04.doc
285	Data	An LE-IMAGS Investigation shall contain a Station		IMARS FWS RLE Requirements JAN 04.doc
289	Data	An LE-IMAGS Investigation shall contain an Officer		IMARS FWS RLE Requirements JAN 04.doc
289	Data	An LE-IMAGS Investigation shall contain an Officer		IMARS FWS RLE Requirements JAN 04.doc
293	Data	An LE-IMAGS Investigation shall have the ability to link additional officers to the incident		IMARS FWS RLE Requirements JAN 04.doc
294	Data	An LE-IMAGS Investigation shall contain a Person		IMARS FWS RLE Requirements JAN 04.doc
300	Data	An LE-IMAGS incident shall contain a Case ID		IMARS FWS RLE Requirements JAN 04.doc



Associated Requirements				
ReqID	Type	Requirement		Source
301	Data	An LE-IMAGS incident shall contain a region number		IMARS FWS RLE Requirements JAN 04.doc
302	Data	An LE-IMAGS Incident shall contain a Classification / Offense		IMARS FWS RLE Requirements JAN 04.doc
303	Data	An LE-IMAGS Incident shall have a regulation type associated with the offense/classification		IMARS FWS RLE Requirements JAN 04.doc
304	Data	An LE-IMAGS Incident classification shall have the ability to provide a state specific code		IMARS FWS RLE Requirements JAN 04.doc
305	Data	An LE-IMAGS Incident classification shall provide the cost to the government		IMARS FWS RLE Requirements JAN 04.doc
306	Data	An LE-IMAGS Incident classification shall provide the statute or description associated with the offense/classification		IMARS FWS RLE Requirements JAN 04.doc
307	Data	An LE-IMAGS Incident shall be able to track the Use of Force		IMARS FWS RLE Requirements JAN 04.doc
309	Data	An LE-IMAGS Investigation shall contain any attachments associated with the incident		IMARS FWS RLE Requirements JAN 04.doc
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident		IMARS FWS RLE Requirements JAN 04.doc
320	Data	An LE-IMAGS Incident shall contain any Case Dispositions associated with the case		IMARS FWS RLE Requirements JAN 04.doc
321	Data	An LE-IMAGS Case Disposition shall contain the results of the case information		IMARS FWS RLE Requirements JAN 04.doc
322	Data	An LE-IMAGS Case Disposition shall contain any fines associated to case		IMARS FWS RLE Requirements JAN 04.doc
323	Data	An LE-IMAGS Case Disposition shall contain any community service associated to case		IMARS FWS RLE Requirements JAN 04.doc
324	Data	An LE-IMAGS Case Disposition shall contain any sentencing times associated to case		IMARS FWS RLE Requirements JAN 04.doc
333	Service	LE-IMAGS shall generates standard and custom reports associated with refuge LE activities		IMARS FWS RLE Requirements JAN 04.doc
337	Service	LE-IMAGS shall provide the ability to format and send relevant violation data to the CVB database and receive information from CVB for storage into the IMARS/FWS/RLE database		IMARS FWS RLE Requirements JAN 04.doc

TABLE 23: ARREST DATA CONTEXT DIAGRAM

### Related Business Processes

The LE-IMAGS Arrest data theme consists of three primary business processes, as described in Table 24 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigations and perform their duties, including the arrest of an individual for violating FWS rules and regulations.	Review
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. After an arrest, the Officer will log in to the LE-IMAGS system and start a new case from the incident screen in order to enter information about the person, property, violation, etc.	Review
Issue Arrest	This business process allows a LE Officer to arrest a suspect involved in an incident for breaking the law. Once an arrest has taken place an incident than will turn into a case that will be held in the court of law.	Create



**TABLE 24: ARREST BUSINESS PROCESSES**

An arrest occurs when a Service Officer takes a person into custody in order to have the individual answer to a criminal charge. The Officer must establish probable cause that the person is committing or has committed a crime in order to make a lawful arrest. The Issue Arrest business process allows Refuge Officers to seize and detain an individual suspected of breaking the law. The Investigation Management process includes overarching duties and activities performed by LEOs to investigate an incident, including searches and seizures performed as part of an investigation. The Incident business process includes the functionality Officers leverage in the LE-IMAGS system to document information related to an arrest, including entering data related to the suspect, property seized, violation issued, and arrest information. Officers conducting an arrests must establish probably cause that a person has committed or is committing a crime, as well as comply with guidance provided by the FWS Service Manual Part 445.

### Related Services

The LE-IMAGS systems performs the functions needed to document an arrest by a Refuge Officer, including the ability to create, review, update, and delete an Arrest process. Given that LE-IMAGS collects data on crime occurrence, the system should submit data to, and comply with requirements from, the FBI's National Incident-Based Reporting System (NIBRS). The system also provides the ability to format and send relevant data to the CVB database and receive information from CVB for storage into the LE-IMAGS database.

### Related Performance Requirements

In order to make a lawful arrest, the arresting Officer must be acting under statutory authority in his/her jurisdiction. The Performance requirements related to the LE-IMAGS Arrests include:

Authority	Internal/External	Description
16 USC Chapter 5(a) – Protection and Conservation of Wildlife (Eagle Protection Act) (National Wildlife Refuge System Administration Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to National Wildlife Refuge System and the Eagle Protection Act.
16 USC Chapter 5(b) - Wildlife Restoration	External	Defines the authority by which the FWS is allowed to investigate cases related to research, aide and regulation in order to protect wildlife species
FBI's Uniform Crime Reporting Handbook	External	A federal Bureau of Investigation (FBI) Program to collect, publish, and archive reliable, uniform crime statistics for the nation
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 25: ARREST PERFORMANCE REQUIREMENTS**

### Evidence Description



The LE-IMAGS Evidence data theme consists of real property that has been linked to an incident and has either been found, turned in, or seized by a LE Officer. A piece of evidence contains specific information for each unique item including: evidence ID tag number, evidence seizure tag number, location of evidence, and a description. When FWS personnel retain evidence related to an incident they must comply with strict regulations and policies on how to store, maintain or dispose of the inventory item. Some examples of evidence include: drugs, drug items, vehicles, weapons, etc. In addition to the Evidence theme, there are several wholly encapsulated data themes that are entered as part of the Evidence data theme life cycle. These additional data themes include:

- LE-IMAGS Incident – An Incident may contain evidence as a result of the investigation.
- Vehicle – A Vehicle is a type of evidence that may be linked to an incident.
- Drug / Drug Item – A Drug / Drug Item is a type of evidence that may be linked to an incident.
- Officer – An Officer conducting an investigation has the ability to discover evidence that can then be linked to an incident.

### Data Context

The LE-IMAGS Evidence data context diagram (provided below) indicates that the three business process that support this data theme include Investigation Management, Incident Process and Management of Case Property Items. The key elements associated with Evidence are the property ID number and a photo or description of the evidence. As a data theme, Evidence is related to the Officer, Vehicle, Drug / Drug Item and an LE-IMAGS Incident data themes. The following sections provide a complete description of the Performance, business, and service perspectives related to the LE-IMAGS Evidence data theme.

Performance [Mission Requirements] Perspective			
	Related Enactment		
	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )		
	50 CFR Wildlife and Fisheries		
	28 CFR Criminal Intelligence System Operating Policy		
	FWS Service Manual		
Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
Investigation Management	Review	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Manage Case-related Property	Create	44, 8, 72, 73, 74, 58	9, 16, 17, 37, 45
Incident Process	Review	58, 8, 72, 73, 74,	11, 12, 17, 22, 23, 24, 28, 41
Data [Business] Perspective			
	Data Theme:	LE-IMAGS Evidence	
	Data Subject Area:	Investigation Data	
	Description:	Evidence and or property related to a case	
	Related Themes:	LE-IMAGS Vehicle, LE-IMAGS Drug/Drug Item, LE-IMAGS Officer, LE-IMAGS Incident	
	Key Elements:	Property ID, property image and/or description	
	Data Owners:	LE-IMAGS Case Officer	
		LE-IMAGS Regional Chief	
	LE-IMAGS Zone Officer		
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LE-IMAGS	Both	USFWS / NWRS	Direct Data Query



Associated Requirements			
ReqID	Type	Requirement	Source
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems
138	Performance	The Department of the Interior shall maintain law and order and protect persons and property within areas of the National Park System	16 USC Chapter 1 - National Park, Military Parks, Monuments, and Seashores (the National Park Service Organic Act) (Recreational Act)
139	Performance	The DOI shall facilitate the administration of the national park system through: transportation, recreation, training programs, regulations and management.	16 USC Chapter 1 - National Park, Military Parks, Monuments, and Seashores (the National Park Service Organic Act) (Recreational Act)
140	Performance	The duties and functions of the Department of Interior are to manage, preserve, restore and maintain historic and archaeological sites, buildings, and objects.	16 USC Chapter 1 (a)- Historic Sites, Buildings, Objects, and Antiquities
144	Performance	The Department of Interior shall provide state-of-the-art management, protection, and interpretation of and research on the resources of the National Park System through LE, training programs, etc.	16 USC Chapter 79 - National Park Service Management
151	Performance	The DOI shall protect and regulate against any wrong doing to government property and contracts including but not limited to buildings, LE animals, systems, stations, etc.	18 USC Chapter 91 - Public Lands
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	50 CFR Wildlife and Fisheries
372	Performance	FWS' disposition of property shall comply with OLE Chief's Directive A-28: Disposal of Forfeited or Abandoned Wildlife and Plants	LEMIS FRD OLE v1.2.doc
373	Performance	FWS' disposition of property shall conform to the retention of seized or abandoned property in accordance with 50 CFR Part 12	LEMIS FRD OLE v1.2.doc
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]
465	Performance	Systems collecting data on crime occurrence should submit data to, and comply with requirements from, the National Incident-Based Reporting System (NIBRS)	FBI's Uniform Crime Reporting (UCR) Handbook, NIBRS edition, (1992)
467	Performance	Payment of funds to individuals with information or evidence concerning violations of law administered by FWS in excess of \$1,000 per individual shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (2)
482	Performance	FWS LE searches and seizures must be conducted in accordance with guidance provided by the FWS Service Manual Part 445 FW 1	FWS Service Manual Part 445 FW 1
484	Performance	The recognizing, preserving, recording, marking, tagging, and packaging of physical evidence shall comply with the guidelines provided by the FWS Service Manual Part 445 FW 3	FWS Service Manual Part 445 FW 3
485	Performance	The collection, packaging, and shipment of evidence to the Clark R. Bavin National Fish and Wildlife Forensics Laboratory (Lab) in Ashland, Oregon, shall comply with guidance provided by the FWS Service Manual Part 448 FW 1	FWS Service Manual Part 448 FW 1
279	Business	LE-IMAGS shall create, input, store, maintain, process, and query refuge LE Investigation Information and / or an Incident Descriptions in real time	IMARS FWS RLE Requirements JAN 04.doc



Associated Requirements			
ReqID	Type	Requirement	Source
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident related Property Information	IMARS FWS RLE Requirements JAN 04.doc
308	Business	An LE-IMAGS Investigation shall have the ability to be approved, once approved investigation is considered closed	IMARS FWS RLE Requirements JAN 04.doc
280	Data	An LE-IMAGS Investigation shall contain a Case ID	IMARS FWS RLE Requirements JAN 04.doc
281	Data	An LE-IMAGS Investigation shall contain a Badge ID	IMARS FWS RLE Requirements JAN 04.doc
282	Data	An LE-IMAGS Investigation shall contain an Incident Classification Type	IMARS FWS RLE Requirements JAN 04.doc
283	Data	An LE-IMAGS Investigation shall contain an Event Date	IMARS FWS RLE Requirements JAN 04.doc
284	Data	An LE-IMAGS Investigation shall contain a Location	IMARS FWS RLE Requirements JAN 04.doc
285	Data	An LE-IMAGS Investigation shall contain a Station	IMARS FWS RLE Requirements JAN 04.doc
288	Data	An LE-IMAGS Station shall contain an Organization Code for the Refuge Station	IMARS FWS RLE Requirements JAN 04.doc
289	Data	An LE-IMAGS Investigation shall contain an Officer	IMARS FWS RLE Requirements JAN 04.doc
293	Data	An LE-IMAGS Investigation shall have the ability to link additional officers to the incident	IMARS FWS RLE Requirements JAN 04.doc
294	Data	An LE-IMAGS Investigation shall contain a Person	IMARS FWS RLE Requirements JAN 04.doc
300	Data	An LE-IMAGS incident shall contain a Case ID	IMARS FWS RLE Requirements JAN 04.doc
301	Data	An LE-IMAGS incident shall contain a region number	IMARS FWS RLE Requirements JAN 04.doc
302	Data	An LE-IMAGS Incident shall contain a Classification / Offense	IMARS FWS RLE Requirements JAN 04.doc
303	Data	An LE-IMAGS Incident shall have a regulation type associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc
304	Data	An LE-IMAGS Incident classification shall have the ability to provide a state specific code	IMARS FWS RLE Requirements JAN 04.doc
305	Data	LE-IMAGS Incident classification shall provide the cost to the government	IMARS FWS RLE Requirements JAN 04.doc
306	Data	An LE-IMAGS Incident classification shall provide the statute or description associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc
307	Data	An LE-IMAGS Incident shall be able to track the Use of Force	IMARS FWS RLE Requirements JAN 04.doc
309	Data	An LE-IMAGS Investigation shall contain any attachments associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
312	Data	An LE-IMAGS Incident shall have the ability to link additional incidents	IMARS FWS RLE Requirements JAN 04.doc
314	Data	An LE-IMAGS incident shall have the ability to link vehicles	IMARS FWS RLE Requirements JAN 04.doc
315	Data	An LE-IMAGS incident shall have the ability to link firearms	IMARS FWS RLE Requirements JAN 04.doc
316	Data	An LE-IMAGS incident shall have the ability to link a drug site	IMARS FWS RLE Requirements JAN 04.doc
317	Data	An LE-IMAGS incident shall have the ability to link a drug item	IMARS FWS RLE Requirements JAN 04.doc
320	Data	An LE-IMAGS Incident shall contain any Case Dispositions associated with the case	IMARS FWS RLE Requirements JAN 04.doc
333	Service	LE-IMAGS shall generates standard and custom reports associated with refuge LE activities	IMARS FWS RLE Requirements JAN 04.doc

TABLE 26: EVIDENCE DATA CONTEXT DIAGRAM

## Related Business Processes



The LE-IMAGS Evidence data theme consists of three distinct business processes, as described in Table 27 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigation and perform their duties (e.g., flying a plane over refuge land, collecting evidence, interviewing suspects, speaking with informants, etc.). This process also includes the activities performed in the LE-IMAGS system, such as creating a new incident, linking relevant evidence to an investigation, and handling other processes related to incident management. An investigation may have a one-to-one or one-to-many relationship with incident.	Review
Manage Case Property Item	This business process entails all property that is related to an incident. All case property items (evidence) are linked to a particular incident and they are managed in the LE-IMAGS system	Create
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. To do so, the LEO selects to create an incident and enters specific incident identification information, including an Incident Location (using GIS mapper), Officer, station, offense / regulation classification, related evidence and any additional details. From this incident, an LEO can then either create additional related data themes or search for existing data theme instances related to the incident (e.g. evidence, Officers, violations, warning, etc.	Review

**TABLE 27: LE-IMAGS EVIDENCE BUSINESS PROCESSES**

In order to create and manage the evidence data theme, there are several business process in which an Officer must follow. When conducting an investigation, Officers may discover evidence related to an incident, in which case they must capture all relevant information and, if necessary, seize the item. In the event that an Officer seizes or finds case related property, they must then link it to the incident in the LE-IMAGS system and store or dispose of the item according to FWS regulations and policies. Evidence that has been seized, turned in, or found by an Officer has the ability to be linked to one or many incidents. There are several different types of Evidence categories that FWS NWRS Officers have the potential to detect when conducting an investigation, including but not limited to vehicles, drug/drug item, weapons, wildlife, etc. There are designated individuals in charge of tracking and managing all inventories related to evidence. In addition, all stations are required to have evidence security area (whether a freezer, a secure gun safe, etc.). Evidence property collected by LE Officers may become LE assets (e.g., a weapon seized and retained by FWS may eventually be turned into an asset to be used for training purposes).

### Related Services

The LE-IMAGS system has the ability to track and manage all evidence inventories. The system populates a property ID number for every evidence item an Officer submits. This unique identifier number distinguishes each evidence item submitted. The LE-IMAGS system has the ability to capture all evidence information input by the Officer, and can upload any descriptions and/or images of the item. Once a case related property item has been entered, an Officer then has the ability to link the evidence to an incident or multiple incidents. The system will also contain information in regards to where the evidence is being stored and/or how it has been disposed of.

### Related Performance Requirements

The business, data, and service requirements for Evidence information is based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
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16 USC Chapter 9 - Fish and Wildlife Service (Airborne Hunting Act)	External	Defines the authority by which the FWS is allowed to investigate cases and enforce regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.

**TABLE 28: LE-IMAGS EVIDENCE PERFORMANCE REQUIREMENTS**

The management of Easements in LE-IMAGS follows specific guidance based on laws and regulations identified in the Airborne Hunting Act, 28 CFR Part 23 Criminal Intelligence Operating Policy, 50 CFR, and the FWS Service Manual. These acts, policies, and regulations give the FWS NWRS the authority to manage evidence resulting from an incident while describing the rules and requirements that all FWS NWRS personnel must comply with to perform their duties.

## Law Enforcement Property

### Description

The LE-IMAGS LE Property data theme consists of all property associated to individual FWS personnel to conduct their daily on the job processes. For example, an Officer's firearm would be a LE property item that is tracked and managed in the LE-IMAGS system. LE property is separate from property linked to case (evidence) by the fact that it is not necessarily linked to an incident.

The LE Property data theme can also be related to the following LE-IMAGS data themes:

- Officer – An Officer is provided with LE Enforcement property items (e.g., firearms, weapons, vehicles, computers, etc.) in order to be able to conduct LE activities.
- Vehicle – A Vehicle is a type of LE property that may be assigned to an Officer.
- Firearm – A firearm is a type of LE property that may be assigned to an Officer.

### Data Context

The LE-IMAGS LE Property data context diagram indicates that there are two primary business processes associated with it: LE Asset Management and Staff Management. The key elements associated with LE Property are the property ID number and a property description. As a data theme, LE Property is related to the Officer, Vehicle and Firearm data themes. This section provides descriptions of the LE-IMAGS LE Property data theme, its Performance, business, and service perspectives.

Performance [Mission Requirements] Perspective		
	Related Enactment	
	18 USC Chapter 44 - Firearms	



		44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems			
		FWS Service Manual			
Business [Process] Perspective					
Process Name	CRUD Function	Actors		BRM Mapping	
LE Asset Management	Review	8, 72, 73, 74, 75, 76, 77, 44		22, 37, 64	
Staff Management	Review	6		27, 28, 33	
Data [Business] Perspective					
	Data Theme:	LE-IMAGS LE Property			
	Data Subject Area:	Real Property			
	Description:	Property owned by OLE (firearms, computers, tasers, etc.)			
	Related Themes:	LE-IMAGS Vehicle, LE-IMAGS Firearm, LE-IMAGS Officer			
	Key Elements:	Property ID, property image attachment			
	Data Owners:	FWS Division of Refuge LE			
Service [Applications] Perspective					
System Name	Data Role	Managing Org		Interoperability Format	
LE-IMAGS	Both	USFWS / NWRS		Direct Data Query	

Associated Requirements			
ReqID	Type	Requirement	Source
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems
140	Performance	The duties and functions of the Department of Interior are to manage, preserve, restore and maintain historic and archaeological sites, buildings, and objects.	Interview
144	Performance	The Department of Interior shall provide state-of-the-art management, protection, and interpretation of and research on the resources of the National Park System through LE, training programs, etc.	16 USC Chapter 79 - National Park Service Management
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	50 CFR Wildlife and Fisheries
472	Performance	All FWS LE Officers shall comply with the policies for Service-issued firearms, as outlined in the FWS Service Manual Part 442 FW 1	Lacey Act Amendments (16 U.S.C. 3375(b)). 446 DM, Law Enforcement.
486	Performance	The packaging and shipment of eagles to the National Eagle Repository in Commerce City, Colorado, shall comply guidance provided by the FWS Service Manual Part 448 FW 2	FWS Service Manual Part 448 FW 2
462	Business	LE-IMAGS shall manage LE property and link property to an officer and or station	IMARS FWS RLE Requirements JAN 04.doc
462	Business	LE-IMAGS shall manage LE property and link property to an officer and or station	IMARS FWS RLE Requirements JAN 04.doc
289	Data	An LE-IMAGS Investigation shall contain an Officer	IMARS FWS RLE Requirements JAN 04.doc
292	Data	An LE-IMAGS Officer shall contain a Badge ID for the Refuge LE officer	IMARS FWS RLE Requirements JAN 04.doc
514	Data	Officer assigned firearms shall include Firearm type, Serial number, property number, make, model, gauge, and markings.	Interview
515	Data	For other LE program property, LE-IMAGS shall track Make, Model, License, Year, Property Number, and any markings or identifying information.	Interview
336	Service	LE-IMAGS shall have the ability to interface with CMT database and use this information as the source of refuge-related data	IMARS FWS RLE Requirements JAN 04.doc



Associated Requirements			
ReqID	Type	Requirement	Source
516	Service	LE-IMAGS shall generate upon request a Firearms Report that shows for each officer firearm a Region, Make, Model, Serial Number, Property Number, Officer assigned to, Badge Number, and Station	Interview

TABLE 29: PROPERTY DATA CONTEXT DIAGRAM

### Related Business Processes

The LE-IMAGS LE Property data theme consists of two distinct business processes, as described in Table 30 below.

Process Name	Description	Data Functions
Staff Management	Process to manage information related to FWS OLE staff, including workflows, training, assigned stations, medical exams, approval authority, staff property, etc.	Review
LE Asset Property Management	This business process encompasses all of FWS NWRS LE property that is used for LE activities. All property items are tracked and managed for all FWS NWRS employees. An Officer's vehicle and firearm are specific LE property items that are managed in the LE-IMAGS system.	Create

TABLE 30: LE-IMAGS LAW ENFORCEMENT PROPERTY BUSINESS PROCESSES

In order to manage and track LE Property, the LE-IMAGS system follows the business processes of staff management and LE asset property management. LE Property can be categorized as an object that FWS personnel use to perform on the job tasks. LE-IMAGS tracks LE asset items such as vehicles, stations, firearms, uniforms, computers, etc. The system can also create or update specific property information, including make, model, serial number, etc. In addition, the LE-IMAGS system has the ability to link all FWS personnel to specific LE Property items.

### Related Services

The LE-IMAGS system has the ability to store and update LE Property. Additionally, the system has the ability to link specific property items to LE personnel. LE-IMAGS can track a property item when it moves to a new FWS location or when it is transferred to a new user. Similarly, when an Officer receives a new property item, it will be updated in the system and the disposal of his old property item will also be noted.

### Related Performance Requirements

The business, data, and service requirements for LE-IMAGS LE Property is based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems	External	Defines the regulations by which the FWS I shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130.
18 USC Chapter 44 - Firearms	External	Defines the authority by which the FWS is allowed to enforce laws and regulations in regards to the unlawful engagement of using, importing, manufacturing, or dealing with firearms.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program



operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 31: LE-IMAGS LAW ENFORCEMENT PROPERTY PERFORMANCE REQUIREMENTS**

The management of LE Property in LE-IMAGS follows specific guidance based on laws and regulations identified in the FBI's UCR, the Airborne Hunting Act and the FWS Service Manual. These acts, policies, and regulations provide FWS the authority to manage LE property in LE-IMAGS in accordance with the policies and regulations enforced by the Service.

## Firearm

### Description

The LE-IMAGS Firearm data theme is defined as an FWS NWRS Officer's firearms and other LE weapons (e.g., electrically charged devices). An Officer's firearm is a specific type of LE property that is tracked and managed in the LE-IMAGS system. The system has the ability to manage every Officer's firearm, including the make, model, serial number, etc., and can distinguish the particular firearm that is associated to each Officer. Additionally, the LE-IMAGS system manages the cost and value of every Firearm and related weapons, and identifies when firearms are transferred among FWS personnel. Finally, LE-IMAGS can track firearms associated with incidents as evidence as well (e.g., a gun found on a suspect).

In addition to the Firearm theme, the related additional LE-IMAGS themes include:

- LE-IMAGS Incident – A firearm may be used as a source of force in the event of an incident.
- LE Property – An Officer's firearm is classified as FWS LE Property.
- Officer – An FWS National Wildlife Refuge Officer may have an assigned firearm to conduct LE activities.

### Data Context

The LE-IMAGS Firearm data context diagram indicates that there three business processes used to support the Firearm data theme, including Investigation Management, LE Asset Property Management and the Incident Process. The key elements associated with a Firearm are the serial number for each specific firearm and the property number that has been assigned to the asset. As a data theme, a Firearm is related to the themes described in this section, including an Officer, LE Property and an LE-IMAGS Incident. The data context diagram illustrates the data, business, service, and Performance requirements associated with the Firearm data theme.

Performance [Mission Requirements] Perspective			
	Related Enactment		
	18 USC Chapter 44 - Firearms		
	FWS Service Manual		
Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
LE Asset Management	Review	8, 72, 73, 74, 75, 76, 77, 44	22, 37, 64
Investigation Management	Review	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Incident Process	Review	58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53
Data [Business] Perspective			



	<b>Data Theme:</b>	LE-IMAGS Firearm		
	<b>Data Subject Area:</b>	Real Property		
	<b>Description:</b>	FWS NWRS Officer's firearms and related weapons		
	<b>Related Themes:</b>	LE-IMAGS Officer, LE-IMAGS Incident, LE Property		
	<b>Key Elements:</b>	Serial Number, Property Number		
	<b>Data Owners:</b>	LE-IMAGS Case Officer		
		LE-IMAGS National LE Chiefs		
		LE-IMAGS Regional Chief		
		LE-IMAGS Zone Officer		
Service [Applications] Perspective				
System Name		Data Role	Managing Org	Interoperability Format
LE-IMAGS		Consumer	USFWS / NWRS	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
150	Performance	The DOI shall enforce laws and regulations in regards to the unlawful engagement of using, importing, manufacturing, or dealing with firearms	18 USC Chapter 44 - Firearms
472	Performance	All FWS LE Officers shall comply with the policies for Service-issued firearms, as outlined in the FWS Service Manual Part 442 FW 1	Lacey Act Amendments (16 U.S.C. 3375(b)). 446 DM, Law Enforcement.
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information	IMARS FWS RLE Requirements JAN 04.doc
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
315	Data	An LE-IMAGS incident shall have the ability to link firearms	IMARS FWS RLE Requirements JAN 04.doc
514	Data	Officer assigned firearms shall include Firearm type, Serial number, property number, make, model, gauge, and markings.	Interview
515	Data	For other LE program property, LE-IMAGS shall track Make, Model, License, Year, Property Number, and any markings or identifying information.	Interview
516	Service	LE-IMAGS shall generate upon request a Firearms Report that shows for each officer firearm a Region, Make, Model, Serial Number, Property Number, Officer assigned to, Badge Number, and Station	Interview

**TABLE 32: FIREARM DATA CONTEXT DIAGRAM**

### Related Business Processes

The LE-IMAGS Firearm data theme consists of three distinct business processes, as described in Table 33 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigation and perform their duties (e.g., flying a plane over refuge land, collecting evidence, interviewing suspects, speaking with informants, etc.). This process also includes the activities performed in the LE-IMAGS system, such as creating a new incident, linking relevant data to an investigation, and handling other processes related to incident management. An investigation may have a one-to-one or one-to-many relationship with incident. During the investigation process an Officer may need to use a Firearm.	Review
LE Asset Property	This business process encompasses all of FWS NWRS LE property that is used for	Create



Management	LE activities. All property items are tracked and managed for all FWS NWRS employees. A Firearm is one the LE property items that is managed in the LE-IMAGS system.	
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. To do so, the LEO selects to create an incident and enters specific incident identification information, including an Incident Location (using GIS mapper), Officer, station, offense / regulation classification and additional detail. From this incident, an LEO can then either create additional related data themes or search for existing data theme instances related to the incident (e.g. evidence, Officers, violations, warning, etc. In addition, an Officer has the ability to link a firearm to an incident.	Review

**TABLE 33: LE-IMAGS FIREARM ITEM BUSINESS PROCESSES**

In order to manage an Officer's Firearm, the LE-IMAGS system follows specific business processes that allow users to perform investigation management activities. When an Officer is in the process of conducting an incident it may require the use of force from a Firearm. Typically, each FWS NWRS Officer is assigned their own Firearm to conduct LE activities. The Firearm is tracked and managed within the LE-IMAGS system with a unique property number as well as a serial number that allows staff management to know which Officer possess which Firearm. Additionally, the system has the ability to track the location of each Firearm and the assigned station.

### Related Services

The LE-IMAGS system enables FWS NWRS personnel to track and manage LE asset property, specifically Firearms. The system stores a unique property number associated with every Firearm and links every Firearm to an Officer. Additionally, when an Officer gets a new Firearm property, the system will update the new property item as well as update the status of the old firearm, including storage location or disposal information.

### Related Performance Requirements

The business, data, and service requirements for a LE-IMAGS Firearm are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
18 USC Chapter 44 - Firearms	External	Defines the authority by which the FWS is allowed to enforce laws and regulations in regards to the unlawful engagement of using, importing, manufacturing, or dealing with firearms.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 34: LE-IMAGS FIREARM PERFORMANCE REQUIREMENTS**

The management of Firearms in LE-IMAGS follows specific guidance based on laws and regulations identified in the 18 USC Chapter 44 "Firearms" and the FWS Service Manual. These acts and policies provide the FWS the authority to pursue an investigation while describing the rules and requirements that all FWS personnel must comply with when possessing a Firearm for LE purposes.



## Drug / Drug Item

### Description

The LE-IMAGS Drug / Drug Item data theme consists of drug substances, drug labs/sites, and drug paraphernalia/equipment that have been linked to an incident on a National Wildlife Refuge. The Drug / Drug Item theme can be classified as evidence related to an incident. Typically an incident linked to drugs or a drug items can be categorized in one of the three ways: (1) the delivery of a controlled substance on a National Wildlife Refuge, (2) the possession of a controlled substance on a National Wildlife Refuge, or (3) being under the influence of a controlled substance on a National Wildlife Refuge. LE-IMAGS is capable of producing an Annual Drug Report, which contains information regarding general seizures, marijuana plant seizures, other drug seizures, number of arrests and citations, search warrants served, and personal property associated with all drug cases on a given wildlife refuge during a given year.

In addition to the Drug / Drug Item theme, there are several additional related LE-IMAGS data themes including:

- LE-IMAGS Incident – an Incident may involve drugs or a drug item as evidence.
- Officer – an Officer conducting an investigation discovers a drug or drug item and they then must determine the necessary actions to be taken.
- Evidence – a Drug / Drug Item discovered by an Officer will become evidence for an incident or case.
- Offense / Regulation – an incident that can be linked to a Drug / Drug Item must distinguish the type of Offense that has occurred.

### Data Context

The LE-IMAGS Drug / Drug Item data context diagram indicates that there are three business processes that are currently deployed when an Officer discovers a Drug / Drug Item. The key elements associated with a Drug / Drug Item are the property item number and drug or paraphernalia name. As a data theme, Drug / Drug Item is related to the themes described in this section, including an Officer, Offense / Regulation, Evidence and an LE-IMAGS Incident. A complete description of the LE-IMAGS Drug / Drug Item's Performance, business, and service perspectives is provided in the sections below.

Performance [Mission Requirements] Perspective			
	Related Enactment		
	50 CFR Wildlife and Fisheries		
	16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)		
	FWS Service Manual		
Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
Incident Process	Review	58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53
Investigation Management	Review	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Manage Case-related Property	Create	44, 8, 72, 73, 74, 58	9, 16, 17, 37, 45
Data [Business] Perspective			
	Data Theme:	LE-IMAGS Drug / Drug Item	
	Data Subject Area:	Real Property	



	Description:		Drugs processed, Drug Lab, Drug plants associated to an incident	
	Related Themes:		LE-IMAGS Officer, LE-IMAGS Offense / Regulations, LE-IMAGS Incident, LE-IMAGS Evidence	
	Key Elements:		Property item number, drug name, paraphernalia associated	
	Data Owners:		LE-IMAGS Case Officer	
			LE-IMAGS Regional Chief	
			LE-IMAGS Zone Officer	
Service [Applications] Perspective				
System Name	Data Role		Managing Org	Interoperability Format
LE-IMAGS	Both		USFWS / NWRS	Direct Data Query

<b>Associated Requirements</b>				
<b>ReqID</b>	<b>Type</b>	<b>Requirement</b>	<b>Source</b>	
144	Performance	The Department of Interior shall provide state-of-the-art management, protection, and interpretation of and research on the resources of the National Park System through LE, training programs, etc.	16 USC Chapter 79 - National Park Service Management	
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	50 CFR Wildlife and Fisheries	
464	Performance	The authorization and release of Special Funds (e.g. paid informants, evidence, miscellaneous) shall conform with guidance identified in by the Fish and Wildlife Improvement Act of 1978	Fish and Wildlife Improvement Act of 1978 [16 U.S.C. 742l(k)]	
467	Performance	Payment of funds to individuals with information or evidence concerning violations of law administered by FWS in excess of \$1,000 per individual shall request Senior-level approval (above Regional Directors)	FWS Service Manual Part 032 FW 4, Section 4.2A (2)	
484	Performance	The recognizing, preserving, recording, marking, tagging, and packaging of physical evidence shall comply with the guidelines provided by the FWS Service Manual Part 445 FW 3	FWS Service Manual Part 445 FW 3	
485	Performance	The collection, packaging, and shipment of evidence to the Clark R. Bavin National Fish and Wildlife Forensics Laboratory (Lab) in Ashland, Oregon, shall comply with guidance provided by the FWS Service Manual Part 448 FW 1	FWS Service Manual Part 448 FW 1	
486	Performance	The packaging and shipment of eagles to the National Eagle Repository in Commerce City, Colorado, shall comply guidance provided by the FWS Service Manual Part 448 FW 2	FWS Service Manual Part 448 FW 2	
277	Business	LE-IMAGS shall Provide investigation management and other information sharing for field stations, Regional Offices, Washington Office, the Department, and other appropriate LE agencies	IMARS FWS RLE Requirements JAN 04.doc	
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information	IMARS FWS RLE Requirements JAN 04.doc	
308	Business	An LE-IMAGS Investigation shall have the ability to be approved, once approved investigation is considered closed	IMARS FWS RLE Requirements JAN 04.doc	
282	Data	An LE-IMAGS Investigation shall contain an Incident Classification Type	IMARS FWS RLE Requirements JAN 04.doc	
283	Data	An LE-IMAGS Investigation shall contain an Event Date	IMARS FWS RLE Requirements JAN 04.doc	
284	Data	An LE-IMAGS Investigation shall contain a Location	IMARS FWS RLE Requirements JAN 04.doc	
285	Data	An LE-IMAGS Investigation shall contain a Station	IMARS FWS RLE Requirements JAN 04.doc	
288	Data	An LE-IMAGS Station shall contain an Organization Code for the Refuge Station	IMARS FWS RLE Requirements JAN 04.doc	
289	Data	An LE-IMAGS Investigation shall contain an Officer	IMARS FWS RLE Requirements JAN 04.doc	



Associated Requirements			
ReqID	Type	Requirement	Source
293	Data	An LE-IMAGS Investigation shall have the ability to link additional officers to the incident	IMARS FWS RLE Requirements JAN 04.doc
302	Data	An LE-IMAGS Incident shall contain a Classification / Offense	IMARS FWS RLE Requirements JAN 04.doc
303	Data	An LE-IMAGS Incident shall have a regulation type associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc
304	Data	An LE-IMAGS Incident classification shall have the ability to provide a state specific code	IMARS FWS RLE Requirements JAN 04.doc
306	Data	An LE-IMAGS Incident classification shall provide the statute or description associated with the offense/classification	IMARS FWS RLE Requirements JAN 04.doc
307	Data	An LE-IMAGS Incident shall be able to track the Use of Force	IMARS FWS RLE Requirements JAN 04.doc
309	Data	An LE-IMAGS Investigation shall contain any attachments associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
312	Data	An LE-IMAGS Incident shall have the ability to link additional incidents	IMARS FWS RLE Requirements JAN 04.doc
316	Data	An LE-IMAGS incident shall have the ability to link a drug site	IMARS FWS RLE Requirements JAN 04.doc
317	Data	An LE-IMAGS incident shall have the ability to link a drug item	IMARS FWS RLE Requirements JAN 04.doc
320	Data	An LE-IMAGS Incident shall contain any Case Dispositions associated with the case	IMARS FWS RLE Requirements JAN 04.doc

TABLE 35: DRUG / DRUG ITEM DATA CONTEXT DIAGRAM

### Related Business Processes

The LE-IMAGS Drug / Drug Item data theme consists of three distinct business processes, as described in Table 36 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigation and perform their duties (e.g., flying a plane over refuge land, collecting evidence, interviewing suspects, speaking with informants, etc.). This process also includes the activities performed in the LE-IMAGS system, such as creating a new incident, linking relevant data to an investigation, and handling other processes related to incident management. An investigation may have a one-to-one or one-to-many relationship with incident. During the investigation process an Officer can link a Drug / Drug Item associated with an incident as evidence.	Review
Manage Case Property Item	This business process entails all property that is related to an incident. All case property items (evidence) are linked to a particular incident and they are managed in the LE-IMAGS system. When an Officer discovers a Drug / Drug Item they can then link it to an incident as evidence.	Create
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. To do so, the LEO selects to create an incident and enters specific incident identification information, including an Incident Location (using GIS mapper), Officer, station, offense / regulation classification and additional detail. From this incident, an LEO can then either create additional related data themes or search for existing data theme instances related to the incident (e.g. evidence, Officers, violations, warning, etc. In addition, an Officer has the ability to link a Drug / Drug Item to an incident when necessary.	Review



**TABLE 36: LE-IMAGS DRUG / DRUG ITEM BUSINESS PROCESSES**

In order to manage and secure a Drug / Drug Item, the LE-IMAGS system has the ability to use various business processes listed above. A Drug / Drug Item is typically discovered when an Officer is conducting an investigation. Once an Officer has discovered the Drug / Drug Item, they can then link the evidence to a particular incident and the item will receive a distinguished property number. This property number is tracked and managed in the LE-IMAGS system and will provide detailed information as to where the evidence is located and/or how it was disposed of.

### Related Services

The LE-IMAGS system enables FWS NWRS personnel to track and manage case related property, specifically evidence. The LE-IMAGS system stores a unique property number associated with every Drug / Drug Item found as evidence and has the ability to store all the Drug / Drug Item information pertaining to each Incident. The Officer can determine which incident or multiple incidents the Drug / Drug Item is associated with and can then link the themes through the LE-IMAGS system. Additionally, the system has the ability to indicate where the Drug / Drug Item is located and or how it has been disposed of.

### Related Performance Requirements

The business, data, and service requirements for Drug / Drug Item information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
16 USC Chapter 53 - Control of Illegally Taken Fish and Wildlife (Lacey Act)	External	Defines the authority by which the FWS is allowed to investigate cases related to the illegal taking of Fish and Wildlife.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 37: LE-IMAGS DRUG / DRUG ITEM PERFORMANCE REQUIREMENTS**

The management of Drug / Drug Items in LE-IMAGS follows specific guidance based on laws and regulations identified in the Lacey Act, 50 CFR, and the FWS Service Manual. These acts, policies, and regulations provide the FWS NWRS the authority to create, manage, and pursue an investigation while describing the rules and requirements that all FWS personnel must comply with to perform their duties when a Drug or Drug Item is involved in an incident.

### Person

#### Description

The LE-IMAGS Person data theme is comprised of all the individuals associated with an incident. A person can include a suspect, witness, victim, landowner, etc. LE-IMAGS tracks specific information for



each person related to an incident including a name, address, date of birth, physical characteristics, and other personal information. The Person data theme can also be related to the following LE-IMAGS data themes:

- LE-IMAGS Incident – An Incident resulting from an action may involve a suspect, witness, victim, landowner, etc.
- LE-IMAGS Officer – An FWS Officer will take the necessary actions for individuals involved in an incident. They must interview witnesses and take required actions for all suspects and victims associated with an incident.

### Data Context

The LE-IMAGS Person data context diagram indicates that the primary business processes associated with this data theme include Investigation Management and Incident Process. The key elements associated with a Person are the individual's name and the Individual's ID. As a data theme, Person is related to the Officer and LE-IMAGS Incident themes described in this section. The Performance, business, data, and service perspectives related to the Person data theme are provided in the data context diagram and explained in the subsequent sections.

Performance [Mission Requirements] Perspective			
	Related Enactment		
	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )		
	FWS Service Manual		
	28 CFR Criminal Intelligence System Operating Policy		
Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
Investigation Management	Review	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Incident Process	Review	58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53
Data [Business] Perspective			
	Data Theme:	LE-IMAGS Person	
	Data Subject Area:	Investigation Data	
	Description:	Individual associated with incident (suspect, victim, landowner, etc.)	
	Related Themes:	LE-IMAGS Officer, LE-IMAGS Incident	
	Key Elements:	Individuals Name, Individual ID	
	Data Owners:	LE-IMAGS Case Officer	
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LE-IMAGS	Both	USFWS / NWRS	Direct Data Query
LE-IMAGS CMT (LE-IMAGS database)	Consumer	FWS	Direct Data Query



Associated Requirements			
ReqID	Type	Requirement	Source
137	Performance	The Department of Interior shall manage and conserve the "National Wildlife Refuge System" through enforcing policies and creating programs	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)
141	Performance	The DOI shall support FWS by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species	16 USC Chapter 9 - Fish and Wildlife Service (The Airborne Hunting )
147	Performance	The Department of Interior shall enforce any laws and regulations pertaining to the act of assaulting, resisting, or impeding to any officers as well as the general public	18 USC Chapter 7 - Assault
152	Performance	The DOI shall enforce laws pertaining to the obstruction of justice including but not limited to acts of: resistance, influence, picketing, retaliating, tampering, etc.	18 USC Chapter 73- Obstruction of Justice
158	Business	LE-IMAGS shall support NWRS in efforts to track and assist with the workloads of Refuge LE personnel and to address FWS NWRS' Performance goals	LE-IMAGS OAO 2011.doc
277	Business	LE-IMAGS shall Provide investigation management and other information sharing for field stations, Regional Offices, Washington Office, the Department, and other appropriate LE agencies	IMARS FWS RLE Requirements JAN 04.doc
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information	IMARS FWS RLE Requirements JAN 04.doc
294	Data	An LE-IMAGS Investigation shall contain a Person	IMARS FWS RLE Requirements JAN 04.doc
295	Data	An LE-IMAGS Person shall contain a Name	IMARS FWS RLE Requirements JAN 04.doc
296	Data	An LE-IMAGS Person shall contain an Address	IMARS FWS RLE Requirements JAN 04.doc
297	Data	An LE-IMAGS Person shall contain a Physical Characteristics description	IMARS FWS RLE Requirements JAN 04.doc
298	Data	An LE-IMAGS Person shall contain a date of birth	IMARS FWS RLE Requirements JAN 04.doc
333	Service	LE-IMAGS shall generates standard and custom reports associated with refuge LE activities	IMARS FWS RLE Requirements JAN 04.doc
336	Service	LE-IMAGS shall have the ability to interface with CMT database and use this information as the source of refuge-related data	IMARS FWS RLE Requirements JAN 04.doc

TABLE 38: PERSON DATA CONTEXT DIAGRAM

## Related Business Processes

The LE-IMAGS Person data theme consists of two distinct business processes, as described in Table 39 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigation and perform their duties (e.g., flying a plane over refuge land, collecting evidence, interviewing suspects, speaking with informants, etc.). This process also includes the activities performed in the LE-IMAGS system, such as creating a new incident, linking relevant data to an investigation, and handling other processes related to incident management. An investigation may have a one-to-one or one-to-many relationship with incident.	Review
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. To do so, the LEO selects to create an incident and enters specific incident identification information, including an Incident Location (using GIS mapper), Officer, station, offense / regulation classification and additional detail. From this incident, an LEO can then either create additional related data themes or search for existing data theme instances related to the incident (e.g. evidence, Officers, violations, warning, etc.	Create

TABLE 39: LE-IMAGS PERSON BUSINESS PROCESSES



In order to manage and track Persons involved in an Incident, the LE-IMAGS system follows the specific business processes of investigation management and an incident process. The LE-IMAGS system has the ability to link all Persons involved in an investigation to an incident. The system will then store an individual's detailed information including but not limited to; name, height, weight, sex, etc. This detailed information is stored in the CMT database and provides the function of searching for individuals as well as creating new profiles.

### Related Services

The LE-IMAGS Peron data theme is related to the following LE-IMAGS services:

External System / Dataset	Provided Functionality
Corporate Master Table Database	The Corporate Master Table database stores FWS location and facility information (e.g., national refuges, easements, stations) that is made available via numerous pick-lists during the incident creation processes within the LE-IMAGS system.

**TABLE 40: LE-IMAGS PERSON SERVICES**

The LE-IMAGS system enables the creating or updating of all persons associated with an incident. An Officer can link all persons already in the system to a related incident. The CMT database stores an individual's information after it has been entered into the LE-IMAGS system. The CMT database is interfaced with LE-IMAGS and allows an Officer to search for individuals who have already had a profile created. Additionally, the system allows an Officer to create a new profile for all individuals related to an incident and they can link all persons related to a specific incident.

### Related Performance Requirements

The business, data, and service requirements for LE-IMAGS Person information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Regulation is to assure that all criminal intelligence systems operating through support under the Omnibus Crime Control and Safe Streets Act of 1968 are utilized in conformance with the privacy and constitutional rights of individuals.
16 USC Chapter 9 - Fish and Wildlife Service (Airborne Hunting Act)	External	Defines the authority by which the FWS is allowed to investigate cases and enforce regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 41: LE-IMAGS PERSON PERFORMANCE REQUIREMENTS**

The management of Persons in LE-IMAGS follows specific guidance based on laws and regulations identified in the FBI's UCR, the Airborne Hunting Act and the FWS Service Manual. These acts, policies, and regulations provide FWS the authority to create, manage, and pursue an investigation while describing the rules and requirements that all FWS personnel must comply with to perform their duties.







## Stations

### Description

The LE-IMAGS Station data theme consists of all the FWS NWRS' physical Stations. FWS personnel are assigned to a designated station based on their particular region. LE-IMAGS has the ability to track a station's location, address, station name, org code and all the staff assigned to a particular station (relying on authoritative data received from the Corporate Master Table). The LE-IMAGS Emergency Mapper functionality also has the ability to locate and visualize stations geospatially on custom generated maps.

In addition to the Station data theme, the following LE-IMAGS data themes can also be related:

- Officer – An Officer is assigned to a particular station depending on their location.
- Non Commissioned Supervisors of Record – Supervisors are assigned to a station depending on their location.
- Evidence – Evidence found, turned in or seized by an Officer can be stored in FWS stations as long as it is in accordance to policies and regulations.
- LE Property – Stations may store and contain LE property items in accordance to policies and regulations.

### Data Context

The LE-IMAGS Station data context diagram (provided below) indicates that there are two primary business processes associated with it: Investigation Management and Geospatial Functionality. The key elements associated with a Station are the station location (address and/or latitude and longitude coordinates) and the Station's name. As a data theme, Station is related to the themes described in this section, including an Officer, LE Property, Evidence and Non-Commissioned Supervisors. This section provides a complete description of the LE-IMAGS Station data theme, its Performance, business, and service perspectives.

Performance [Mission Requirements] Perspective			
		Related Enactment	
	18 USC Chapter 91 - Public Lands		
	FWS Service Manual		
Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
Staff Management	Review	6	27, 28, 33
Geospatial Functionality	Create	52	15, 16, 65, 73, 74, 75
Data [Business] Perspective			
	Data Theme:	LE-IMAGS Stations	
	Data Subject Area:	Real Property	
	Description:	Offices and Stations physical location	
	Related Themes:	LE-IMAGS Officer, LE-IMAGS Non Commissioned Supervisor of record, LE-IMAGS Evidence, LE-IMAGS LE Property	
	Key Elements:	Station location, station name	
	Data Owners:	FWS Division of Refuge Law Enforcement	
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LE-IMAGS	Both	USFWS / NWRS	Direct Data Query



LE-IMAGS CMT (LE-IMAGS database)	Producer	FWS	Direct Data Query
LE-IMAGS Emergency Mapper	Producer	USFWS / NWRS	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
140	Performance	The duties and functions of the Department of Interior are to manage, preserve, restore and maintain historic and archaeological sites, buildings, and objects.	16 USC Chapter 1 (a)- Historic Sites, Buildings, Objects, and Antiquities
151	Performance	The DOI shall protect and regulate against any wrong doing to government property and contracts including but not limited to buildings, LE animals, systems, stations, etc.	18 USC Chapter 91 - Public Lands
279	Business	LE-IMAGS shall create, input, store, maintain, process, and query refuge LE Investigation Information and / or an Incident Descriptions in real time	IMARS FWS RLE Requirements JAN 04.doc
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information	IMARS FWS RLE Requirements JAN 04.doc
284	Data	An LE-IMAGS Investigation shall contain a Location	IMARS FWS RLE Requirements JAN 04.doc
285	Data	An LE-IMAGS Investigation shall contain a Station	IMARS FWS RLE Requirements JAN 04.doc
286	Data	An LE-IMAGS Station shall contain a Name	IMARS FWS RLE Requirements JAN 04.doc
287	Data	An LE-IMAGS Station shall contain an address	IMARS FWS RLE Requirements JAN 04.doc
288	Data	An LE-IMAGS Station shall contain an Organization Code for the Refuge Station	IMARS FWS RLE Requirements JAN 04.doc
530	Data	LE-IMAGS shall store for each station the number of officer vacancies.	Interview
160	Service	LE-IMAGS shall interface with Emergency Mapper Data	LE-IMAGS_Data_Interfaces_LE.doc
278	Service	The LE-IMAGS system shall provide a centralized database/table of NWRS LE personnel, their training, assignment, duty station and other critical information, using existing systems such as corporate tables	IMARS FWS RLE Requirements JAN 04.doc
336	Service	LE-IMAGS shall have the ability to interface with CMT database and use this information as the source of refuge-related data	IMARS FWS RLE Requirements JAN 04.doc

TABLE 42: STATION DATA CONTEXT DIAGRAM

## Related Business Processes

The LE-IMAGS Station data theme consists of two distinct business processes, as described in Table 43 below.

Process Name	Description	Data Functions
Staff Management	Process to manage information related to FWS OLE staff, including workflows, training, stations, medical exams, approval authority, staff property, etc.	Review
Geospatial Functionality	This business process enables FWS NWRS personnel to locate various stations on the GIS mapper. Each station contains a location via an address or latitude and longitude coordinates. An Officer can use the mapper functions to locate the nearest station to their location or identify where their particular station is in relationship to their location.	Create



**TABLE 43: LE-IMAGS STATION BUSINESS PROCESSES**

LE-IMAGS tracks and manages Stations through the functions of staff management and geospatial functionality. The LE-IMAGS system has the ability to store all FWS stations and their specific location, address, name, and org code through the geospatial mapper function. The mapper function can locate the station with exact location on a map generated by the system. The system can then link a station to a particular Officer or non-commissioned supervisor and their detailed information. LE-IMAGS enables Officers and supervisors to view which station each FWS personnel member is aligned to.

### Related Services

The LE-IMAGS Station data theme is related to the following LE-IMAGS services:

External System / Dataset	Provided Functionality
Emergency Mapper	The LE-IMAGS Emergency Mapper integration allows an Officer to view and generate Latitude / Longitude coordinates for the location of a station and add/remove geospatial layers (i.e., easement boundaries, water bodies, refuge boundaries, etc.). The Officer can also link a custom generated map directly within the LE-IMAGS application to an incident.
Corporate Master Table Database	The Corporate Master Table database stores FWS location and facility information (e.g., national refuges, easements, stations) that is made available via numerous pick-lists during the incident creation processes within the LE-IMAGS system.

**TABLE 44: LE-IMAGS STATIONS SERVICES**

The Station data theme is stored and managed in the LE-IMAGS system. A station's description (e.g., address, location, name, org code, etc.) is stored in the CMT database and can be accessed via the LE-IMAGS system. In addition to station-specific information, the system can link all employees to their aligned station. The emergency mapper functions within LE-IMAGS enable Officers and FWS supervisors to access all stations locations via latitude and longitude coordinates.

### Related Performance Requirements

The business, data, and service requirements for LE-IMAGS Station information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
18 USC Chapter 91 - Public Lands	External	Defines the authority by which FWS must protect and regulate against any wrong doing to government property and contracts including but not limited to buildings, LE animals, systems, stations, etc.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 45: LE-IMAGS STATION PERFORMANCE REQUIREMENTS**

The management of Stations in LE-IMAGS follows specific guidance based on laws and regulations identified in 18 USC Chapter 91 and the FWS Service Manual. These acts and policies give the FWS the authority to manage a station and the related components while describing the rules and requirements that all FWS personnel must comply with to perform their duties.



## Vehicle

### Description

The LE-IMAGS Vehicle data theme is comprised of Officer's vehicles (LE assets) in addition to vehicles associated with incidents (evidence). A vehicle can be classified as a moving object including but not limited to cars, boats, motorcycles, ATVs, airplanes, etc. The LE-IMAGS system tracks a vehicles description, including the tag number, model, year, make and color, and provides Officers with the ability to search for existing vehicles within the system. The Vehicle theme can be related to the following LE-IMAGS data themes:

- LE-IMAGS Incident – An incident can involve a vehicle as part of the evidence.
- LE Property – An Officer's vehicle is part of FWS LE property.
- Evidence – A vehicle may be the evidence resulting from an incident.
- Officer – An Officer may be assigned a vehicle to perform on the job tasks.

### Data Context

The LE-IMAGS Vehicle data context diagram indicates that the business processes that support this data theme include Investigation Management, Incident Process, and Property Management. The key elements associated with a Vehicle are the license plate number and the car make and model. As a data theme, Vehicle is related to the themes described in this section, including an Officer, LE Property, Evidence and an LE-IMAGS Incident. The data context diagram provides a complete description of the LE-IMAGS Vehicle data theme, its Performance, business, and service perspectives.

Performance [Mission Requirements] Perspective				
	Related Enactment			
	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)			
	FWS Service Manual			
	50 CFR Wildlife and Fisheries			
Business [Process] Perspective				
Process Name		CRUD Function	Actors	BRM Mapping
Investigation Management		Review	58, 8, 72, 73, 74,	10, 11, 12, 13, 26, 52, 53, 54
Incident Process		Review	58, 8, 72, 73, 74,	8, 9, 10, 11, 12, 13, 53
Manage Case-related Property		Create	58, 8, 72, 73, 74,	9, 16, 17, 37, 45
LE Asset Management		Create	8, 72, 73, 74, 75, 76, 77, 44	22, 37, 64
Data [Business] Perspective				
	Data Theme:	LE-IMAGS Vehicle		
	Data Subject Area:	Real Property		
	Description:	A vehicle associated to an incident as well as an officers vehicle		
	Related Themes:	LE-IMAGS Officer, LE-IMAGS LE Property, LE-IMAGS Incident, LE-IMAGS Evidence		
	Key Elements:	License, Make, Model		
	Data Owners:	LE-IMAGS Case Officer		
		LE-IMAGS Regional Chief		
		LE-IMAGS Zone Officer		
Service [Applications] Perspective				
System Name	Data Role		Managing Org	Interoperability Format
LE-IMAGS	Both		USFWS / NWRS	Direct Data Query







Associated Requirements			
ReqID	Type	Requirement	Source
138	Performance	The Department of the Interior shall maintain law and order and protect persons and property within areas of the National Park System	16 USC Chapter 1 - National Park, Military Parks, Monuments, and Seashores (the National Park Service Organic Act) (Recreational Act)
139	Performance	The DOI shall facilitate the administration of the national park system through: transportation, recreation, training programs, regulations and management.	16 USC Chapter 1 - National Park, Military Parks, Monuments, and Seashores (the National Park Service Organic Act) (Recreational Act)
277	Business	LE-IMAGS shall Provide investigation management and other information sharing for field stations, Regional Offices, Washington Office, the Department, and other appropriate LE agencies	IMARS FWS RLE Requirements JAN 04.doc
299	Business	An LE-IMAGS Investigation shall be able to create, update, review, and archive all Incident Information	IMARS FWS RLE Requirements JAN 04.doc
310	Data	An LE-IMAGS Investigation shall contain any type of property associated with the incident	IMARS FWS RLE Requirements JAN 04.doc
314	Data	An LE-IMAGS incident shall have the ability to link vehicles	IMARS FWS RLE Requirements JAN 04.doc
515	Data	For other LE program property, LE-IMAGS shall track Make, Model, License, Year, Property Number, and any markings or identifying information.	Interview

TABLE 46: VEHICLE DATA CONTEXT DIAGRAM

### Related Business Processes

The LE-IMAGS Vehicle data theme consists of four distinct business processes, as described in Table 47 below.

Process Name	Description	Data Functions
Investigation Management	This business process encompasses activities performed by LE Officers to conduct investigation and perform their duties (e.g., flying a plane over refuge land, collecting evidence, interviewing suspects, speaking with informants, etc.). This process also includes the activities performed in the LE-IMAGS system, such as creating a new incident, linking relevant data to an investigation, and handling other processes related to incident management. An investigation may have a one-to-one or one-to-many relationship with incident. During the investigation process an Officer can link a LE vehicle or a vehicle associated with evidence.	Review
LE Asset Property Management	This business process encompasses all of FWS NWRS LE property that is used for LE activities. All property items are tracked and managed for all FWS NWRS employees. An Officer's vehicle is one the LE property items that is managed in the LE-IMAGS system.	Create
Incident Process	This business process allows a LE Officer to create a new LE-IMAGS incident. To do so, the LEO selects to create an incident and enters specific incident identification information, including an Incident Location (using GIS mapper), Officer, station, offense / regulation classification and additional detail. From this incident, an LEO can then either create additional related data themes or search for existing data theme instances related to the incident (e.g. evidence, Officers, violations, warning, etc. In addition, an Officer has the ability to link a vehicle to an incident when necessary.	Review
Manage Case Property Item	This business process entails all property that is related to an incident. All case property items (evidence) are linked to a particular incident and they are managed in the LE-IMAGS system	Create

TABLE 47: LE-IMAGS VEHICLE BUSINESS PROCESSES



In order to manage a Vehicle property item, the LE-IMAGS system follows specific business processes. The LE-IMAGS system has the ability to link vehicles associated with an investigation to an incident. A vehicle that is classified as evidence can be stored in the system and can be linked to one or several incidents depending on the role the vehicle played in the investigation. In addition, an Officer's vehicle information can be stored in the Officer's profile in the LE-IMAGS system.

### Related Services

The LE-IMAGS system enables FWS NWRS personnel to track and manage LE Asset Property, including issued LE Vehicles. The LE-IMAGS system stores a unique property number associated with every Vehicle and has the ability to store all vehicle information pertaining to each specific Officer. Additionally, when an Officer needs to exchange vehicles, the LE-IMAGS system will update the new property item and has the ability to manage the existing vehicle and how it was disposed of.

### Related Performance Requirements

The business, data, and service requirements for LE-IMAGS Vehicle information are based on the following policies, legal authorities, and other rules and regulations.

Authority	Internal/External	Description
50 CFR (Wildlife and Fisheries)	External	Regulations to implement statutes enforced by FWS which regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife.
16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)	External	Defines the authority by which the FWS is allowed to enforce regulations related to National Wildlife Refuge System and the Eagle Protection Act.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 48: LE-IMAGS VEHICLE PERFORMANCE REQUIREMENTS**

The management of Vehicles in LE-IMAGS follows specific guidance based on laws and regulations identified in The Endangered Species, the Lacey Act, 50 CFR, Fish and Wildlife Improvements Act of 1978, the FBI's UCR, the National Wildlife Refuge System Administration Act and the FWS Service Manual. These acts, policies, and regulations provide FWS the authority to create, manage, and track LE assets in support of investigations while describing the rules and requirements that all FWS personnel must comply with to perform their duties.

### Field Training and Evaluation Program (FTEP)

#### Description

The Field Training and Evaluation Program (FTEP) data theme focuses on the training and certification of Refuge Officers. The training programs' policies and procedures are derived from the



FWS Service Manual (Part 232 FW 2) and the DOI Departmental Manual (DM Part 446) to promote effective LE training programs. Refuge Officers must complete the Basic LE Course for Land Management Agencies and attend the Refuge Officer Basic School to ensure proper preparation for performing field duties. The FTEP functionality within LE-IMAGS allows Field Training Instructors to perform functions related to managing the FTEP processes, including the ability to create new courses, score trainees' progress, track attendance, certify completion, etc. The FTEP data theme is associated with the following LE-IMAGS data themes:

- LE-IMAGS Policies and Standard Operating Procedures – Officers receive training to understand and learn how to comply with all policies and procedures upheld by FWS.
- LE-IMAGS Officer – Training Programs track information related to Officers' attendance, training scores, and overall Performance in preparation for field duty.

### Data Context

The FTEP data theme includes all processes, services, and Performance requirements associated with managing Field Officer Training in LE-IMAGS. The business processes performed in LE-IMAGS to manage FTEP data include Training Tracking Process and Staff Management. The LE-IMAGS system allows Training Instructors to perform all functions related to FTEP within the same interface, including the ability to track training classes and instructors, the ability for instructors to grade Officers on a daily basis, and the ability to use the training completion information to provide greater system access rights. The key elements of this data theme are the Training Course Name and the Officer ID. There are several requirements associated with FTEP, as illustrated by the data context diagram below. The following sections provide additional detail related to the business processes, services, and Performance requirements related to this data theme.

Performance [Mission Requirements] Perspective			
	Related Enactment		
	All Relevant Policies and Procedures		
	28 CFR Criminal Intelligence System Operating Policy		
	FWS Service Manual		
Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
Training Tracking Process	Create	12, 58, 72, 73, 74, 75, 76, 77	27, 28
Staff Management Process	Review	6	27, 28, 33
Data [Business] Perspective			
	Data Theme:	LE-IMAGS FTEP	
	Data Subject Area:	Officer	
	Description:	Field Training and Evaluation Program	
	Related Themes:	LE-IMAGS Officer, LE-IMAGS Policies and Standard Operating Procedures	
	Key Elements:	Training course name, officer ID	
	Data Owners:	FWS Division of Refuge Law Enforcement	
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LE-IMAGS	Both	USFWS / NWRS	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source



Associated Requirements			
ReqID	Type	Requirement	Source
137	Performance	The Department of Interior shall manage and conserve the "National Wildlife Refuge System" through enforcing policies and creating programs	16 USC Chapter 5(a) - Protection and Conservation of Wildlife (Eagle Protection Act) (The National Wildlife Refuge System Administration Act)
469	Performance	All training of FWS LE personnel, including special agents, wildlife inspectors, and refuge officers, shall conform with policies and standards set forth in 446 DM (Departmental Manual) and FWS Service Manual Part 232 FW 2	FWS Service Manual Part 232 FW 2
496	Performance	Each region is responsible for providing, on a one-time basis, each seasonal refuge officer an 8 hour course consisting of 6 hours of 50 CFR training and 2 hours of FWS LE policy training	FWS Service Manual Part 232 FW 2, Section 3
519	Business	LE-IMAGS shall track information on the training received by officers.	Interview
520	Business	LE-IMAGS shall allow FTEP Instructors to create and manage classes.	Interview
521	Business	LE-IMAGS shall allow Officers to register for classes.	Interview
289	Data	An LE-IMAGS Investigation shall contain an Officer	IMARS FWS RLE Requirements JAN 04.doc
522	Data	LE-IMAGS FTEP data shall contain an ID for the class.	Interview
523	Data	LE-IMAGS FTEP data shall contain a type of class identifier.	Interview
524	Data	LE-IMAGS FTEP data shall contain class start and end dates.	Interview
525	Data	LE-IMAGS FTEP data shall contain daily progress reports for each officer in the class (e.g. appearance, Performance rankings)	Interview
526	Data	LE-IMAGS FTEP data shall track individual officer attendance records.	Interview
527	Data	LE-IMAGS FTEP data shall contain current status for each officer and class (e.g. pending, completed, and failed).	Interview
528	Data	LE-IMAGS FTEP data shall allow instructors to create new training courses.	Interview
278	Service	The LE-IMAGS system shall provide a centralized database/table of NWRS LE personnel, their training, assignment, duty station and other critical information, using existing systems such as corporate tables	IMARS FWS RLE Requirements JAN 04.doc

TABLE 49: FTEP DATA CONTEXT DIAGRAM

## Related Business Processes

The LE-IMAGS FTEP data theme consists of two business processes, as described in Table 50 below.

Process Name	Description	Data Functions
Training Tracking Process	This business process represents all functions and activities related to Officer Training Programs, including the ability to create new courses, track attendance, score Officer Performance, and create accounts for new Officers.	Create
Staff Management Process	Process to manage information related to FWS OLE staff, including workflows, training, medical exams, approval authority, staff property, etc.	Review

TABLE 50: FTEP RELATED BUSINESS PROCESSES

LE-IMAGS manages Officer training programs through the Training Tracking business process. This process allows the field training Officers to perform all functions related to the training of a new or existing LE Officer. For new Officers, the Field Trainer is able to enter the Officer's identifying information into the system, track his/her attendance, and score Performance in multiple categories. Experienced Officers must also fulfill training requirements (e.g., completing a certain number of firearm training hours) and therefore are also associated with the Training Tracking process. The status of training, assignment of new courses, and training completion are activities managed by the



Staff Management Process. This process also allows supervisors to ensure staff has fulfilled all requirements and are up-to-date with all training programs required by the Service.

### Related Services

The LE-IMAGS system performs the functions required to manage and track FTEP data. The system enables field training Officers to customize courses and score the Performance of trainees based on a variety of categories. LE-IMAGS allows instructors to rate an Officer's dress code and overall appearance, cleanliness of vehicle, attendance, and satisfactory completion of training phases. The system also allows Instructors to track and monitor training requirements, such as ensuring that Officers complete a minimum of 40 hours of In-Service LE training each year, which will include up to 8 hours of firearms training. These requirements are necessary to ensure Officers maintain proficiency in LE techniques and skills as well as to remain up-to-date changing laws, regulations, and policies.

### Related Performance Requirements

The business, data, service, and Performance requirements for LE-IMAGS Offense / Regulation information are based on the following policies, legal authorities, and other rules and regulations:

Authority	Internal/External	Description
All Relevant FWS Policies and Regulations	Internal	Includes all relevant FWS policies, regulations, and guidance applicable to the Service's LE operations, staff, and systems.
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which the FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 51: FTEP PERFORMANCE REQUIREMENTS**

The business, data, and service requirements for LE-IMAGS Training Programs encompass all policies and regulations applicable to the Service and to LE Officers. New recruits must understand and remain current with the laws that LE Organizations enforce and that Officers must comply with. The FWS Service Manual provides additional information regarding training requirements to prepare Officers for field duty. Lastly, Officers must be versed in the requirements and policies outlined by the 28 CFR Part 23 in order to use a criminal intelligence system and to properly protect individual's privacy and constitutional rights.

### Policies and Standard Operating Procedures

#### Description

The Policies and Standard Operating Procedures data theme includes the policies, procedures, guidelines, and regulations that FWS Officers must comply with and abide by. These policies and procedures are primarily outlined in the FWS Service Manual, Agency Handbooks and policies, and other regulations that outline the conduct of LE personnel and the management of refugees. The Policies and Standard Operating Procedures data theme plays a fundamental role in how LE-IMAGS



conducts its operations, for example defining the workflow for incident approvals. Given that this data theme is associated with most LE-IMAGS data themes, the relationships with the Officer and FTEP data themes were highlighted to illustrate, at the broadest level, the connection between policies and the Performance of LE duties:

- LE-IMAGS Officer – A Refuge Officer must follow all policies and procedures applicable to Service personnel conducting investigations, completing incident management functions, and protecting National Wildlife Refuges.
- LE-IMAGS FTEP – Field Training and Evaluation Programs ensure Officers are properly prepared for field duty and remain up-to-date with policies, procedures, techniques, and skills necessary to successfully perform their jobs.

## Data Context

The LE-IMAGS Policies and Standard Operating Procedures data theme plays a fundamental role in how Service Officers perform their duties. Given the overarching role that Policies and Procedures play in the daily activities of Refuge Officers, the business processes related to this data theme incorporate field activities and data entry in LE-IMAGS that are governed by policies and regulations. Those business processes, described in the next section, include On the Job Processes and Staff Management. The key elements for this data theme include the U.S. Code and Policy/Regulation. The functionality needed to track LE-IMAGS Policies and Standard Operating Procedures is performed by the LE-IMAGS system. The data context diagram provides details for the data, business, service, and Performance requirements associated with the Policies and Standard Operating Procedures for LE-IMAGS.

Performance [Mission Requirements] Perspective			
	Related Enactment		
	All Relevant Policies and Procedures		
	FWS Service Manual		
Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
Staff Management Process	Review	6	27, 28, 33
Data [Business] Perspective			
	Data Theme:	LE-IMAGS Policies and Standard Operating Procedures	
	Data Subject Area:	Policy Data	
	Description:	Policies and standard operating procedures of FWS with a focus on documents and attachments	
	Related Themes:	LE-IMAGS FTEP, LE-IMAGS Officer	
	Key Elements:	Us Code/ Policy regulation	
	Data Owners:	FWS Division of Refuge Law Enforcement	
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LE-IMAGS	Both	USFWS / NWRS	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	Interview



Associated Requirements				
ReqID	Type	Requirement		Source
469	Performance	All training of FWS LE personnel, including special agents, wildlife inspectors, and refuge officers, shall conform with policies and standards set forth in 446 DM (Departmental Manual) and FWS Service Manual Part 232 FW 2		FWS Service Manual Part 232 FW 2
471	Performance	The payment of rewards by LE Officers shall comply with policies in the FWS Service Manual Part 450 FW 2		FWS Service Manual Part 450 FW 2
472	Performance	All FWS LE Officers shall comply with the policies for Service-issued firearms, as outlined in the FWS Service Manual Part 442 FW 1		Lacey Act Amendments (16 U.S.C. 3375(b)). 446 DM, Law Enforcement.
477	Performance	FWS LE shall follow guidance contained within the Freedom of Information Act (FWS Service Manual Part 203) and the Privacy Act (FWS Service Manual Part 204)		FWS Service Manual Parts 203 and 204
478	Performance	Inspections of wildlife imports and exports must comply with the policies and procedures outlined in the FWS Service Manual Part 443		FWS Service Manual Part 443 FW 1 50 CFR Part 14
494	Performance	The provision of investigative and LE information to external groups shall be compliant with the policies and procedures outlined in the FWS Service Manual Part 454 FW 1		FWS Service Manual Part 454 FW 1
473	Business	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1		FWS Service Manual Part 446 FW 1
541	Business	LE-IMAGS shall track the unfilled officer positions available at the NWR level		Interview
542	Data	LE-IMAGS shall store for each station the number of officer vacancies.		Interview
333	Service	LE-IMAGS shall generate standard and custom reports associated with refuge LE activities		IMARS FWS RLE Requirements JAN 04.doc
334	Service	LE-IMAGS shall be able to ingest results of a conversion of hardcopy forms to electronic format		IMARS FWS RLE Requirements JAN 04.doc
335	Service	LE-IMAGS shall enforce restrictions on access, modification, and release of electronic records		IMARS FWS RLE Requirements JAN 04.doc
463	Service	LE-IMAGS shall be able to upload and attach documents		IMARS FWS RLE Requirements JAN 04.doc
543	Service	LE-IMAGS shall report as necessary the number of unfilled officer positions at each NWR.		Interview

TABLE 52: POLICIES AND STANDARD OPERATING PROCEDURES DATA CONTEXT DIAGRAM

### Related Business Processes

The LE-IMAGS Policies and Standard Operating Procedures data theme consists of two primary business process, described below.

Process Name	Description	Data Functions
On the Job Process	This Business process encompasses all activities and duties performed by FWS LE personnel. All functions performed are governed by policies and procedures outlined in the various Internal and External Performance Requirements that FWS staff must abide to.	Review
Staff Management	This Business process encompasses all Non-LE activities and duties performed by FWS OLE. These activities include HR functions, personnel code of conduct, and all other functions to properly operate a government organization, and are also governed by rules, regulations, policies, and guidelines outlined in the various Internal and External Performance Requirements.	Review



**TABLE 53: POLICIES AND STANDARD OPERATING PROCEDURES BUSINESS PROCESSES**

LE-IMAGS Policies and Standard Operating Procedures encompass several activities performed by LEOs and Non-LE personnel, and therefore is applicable to most of functions completed on the field and in a FWS OLE office that leverage the LE-IMAGS system. Therefore, the policies and procedures outlining LE operations are intrinsically linked to most LE-IMAGS related business processes.

### Related Services

The LE-IMAGS system must comply with the FWS Policies and Standard Operating Procedures, including policies regarding how Officers perform their duties, how the system abides to privacy and constitutional rights of suspects, and how Non-LE personnel leverage the LE-IMAGS system to perform daily tasks. Additionally, LE-IMAGS must comply with requirements outlined by the Criminal Intelligence Systems Operating Policies (28 CFR Part 23).

### Related Performance Requirements

The business, data, service, and Performance requirements for the Policies and Standard Operating Procedures data theme are based on the following policies, legal authorities, rules and regulations:

Authority	Internal/External	Description
All Relevant FWS Policies and Regulations	Internal	Includes all relevant FWS policies, regulations, and guidance applicable to the Service's LE operations, staff, and systems.
28 CFR Part 23 Criminal Intelligence System Operating Policy	External	Defines the authority by which FWS is allowed to operate criminal intelligence information systems effectively while protecting individuals' privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems	External	Defines the authority by which FWS should function and conduct business by being certified and accredited in accordance with Office of Management and Budget Circular A-130
FWS Service Manual	Internal	The FWS Service Manual describes the structure and functions of the Service's organizational units, documents re-delegations of the Director's authority, prescribes the policies and procedures for administrative activities and program operations, and steps down FWS compliance with other requirements, such as statutes, Executive Orders, Departmental directives, and regulations of other agencies.

**TABLE 54: POLICIES AND STANDARD OPERATING PROCEDURES PERFORMANCE REQUIREMENTS**

## Non Commissioned Supervisors of Record

### Description

The Non Commissioned Supervisors of Record (Supervisors) data theme includes Supervisors of LE Officers that manage and oversee LE-IMAGS Officers. Supervisors are not typically present at Refuges and are not certified LE individuals and are therefore considered separately from the LE-IMAGS' Officers data theme. Supervisors support the administration of Refuge Officers and it is their duty to uphold the mission and guiding principles of FWS NWRS. This data theme is associated with the following data themes:



- LE-IMAGS Policies and Standard Operating Procedures – Supervisors must ensure that Officers comply with and uphold all policies and procedures upheld by FWS, as well as follow those policies and procedures themselves.
- LE-IMAGS FTEP – Supervisors ensure that Refuge Officers undergo mandatory training and comply with minimum training requirements on a yearly basis.

## Data Context

The LE-IMAGS Non Commissioned Supervisors of Record is associated with two primary business processes. Supervisors manage and track training progress to ensure Officers are completing and complying with all FWS and LE training requirements. Supervisors also leverage the Staff Management business process to perform all HR and other functions related to the management of information for Refuge Officers. The key elements for this data theme include the Employee's Name and Staff ID. LE-IMAGS allows Supervisors to perform the functions needed to manage Officers. The data context diagram for Non Commissioned Supervisors of Records illustrate the data, business, service and Performance requirements for this data theme.

Performance [Mission Requirements] Perspective			
	Related Enactment		
	All Relevant FWS Policies and Regulations		
Business [Process] Perspective			
Process Name	CRUD Function	Actors	BRM Mapping
Training Tracking Process	Review	12, 75, 76, 77,	27, 28
Staff Management Process	Review	6	27, 28, 33
Data [Business] Perspective			
	Data Theme:	LE-IMAGS Non Commissioned Supervisors of record	
	Data Subject Area:	Resource Data	
	Description:	Management carrying out FWS' mission	
	Related Themes:	LE-IMAGS Policies and Standard Operating Procedures, LE-IMAGS FTEP	
	Key Elements:	Employee name, staff ID	
	Data Owners:	LE-IMAGS RO Non-LE Supervisor	
		LE-IMAGS RO Non-LE Support Staff	
		LE-IMAGS Field Non-LE Supervisor	
Service [Applications] Perspective			
System Name	Data Role	Managing Org	Interoperability Format
LE-IMAGS	Both	USFWS / NWRS	Direct Data Query

Associated Requirements			
ReqID	Type	Requirement	Source
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	44 U.S.C. Chapter 35 - Security of Federal Automated Information Systems
139	Performance	The DOI shall facilitate the administration of the national park system through: transportation, recreation, training programs, regulations and management.	16 USC Chapter 1 - National Park, Military Parks, Monuments, and Seashores (the National Park Service Organic Act) (Recreational Act)
144	Performance	The Department of Interior shall provide state-of-the-art management, protection, and interpretation of and research on the resources of the National Park System through LE, training programs, etc.	16 USC Chapter 79 - National Park Service Management
153	Performance	The DOI shall enforce and regulate on Federal and National lands	18 USC Chapter 91 - Public Lands



Associated Requirements			
ReqID	Type	Requirement	Source
469	Performance	All training of FWS LE personnel, including special agents, wildlife inspectors, and refuge officers, shall conform with policies and standards set forth in 446 DM (Departmental Manual) and FWS Service Manual Part 232 FW 2	FWS Service Manual Part 232 FW 2
473	Business	LE organizations shall coordinate and cooperate with other LE organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1	FWS Service Manual Part 446 FW 1
289	Data	1.0.7 An LE-IMAGS Investigation shall contain an Officer	IMARS FWS RLE Requirements JAN 04.doc
290	Data	1.07 (a) An LE-IMAGS Officer shall contain a Name	IMARS FWS RLE Requirements JAN 04.doc
291	Data	An LE-IMAGS Officer shall contain a Station	IMARS FWS RLE Requirements JAN 04.doc
292	Data	An LE-IMAGS Officer shall contain a Badge ID for the Refuge LE officer	IMARS FWS RLE Requirements JAN 04.doc
278	Service	The LE-IMAGS system shall provide a centralized database/table of NWRS LE personnel, their training, assignment, duty station and other critical information, using existing systems such as corporate tables	IMARS FWS RLE Requirements JAN 04.doc
335	Service	LE-IMAGS shall enforce restrictions on access, modification, and release of electronic records	IMARS FWS RLE Requirements JAN 04.doc

**TABLE 55: NON COMMISSIONED SUPERVISORS OF RECORD DATA CONTEXT DIAGRAM**

### Related Business Processes

The LE-IMAGS Supervisor data theme consists of two primary business processes, as described in Table 56 below.

Process Name	Description	Data Functions
Training Tracking Process	This business process represents all functions and activities related to Officer Training Programs, including the ability to create new courses, track attendance, score Officer Performance, and create accounts for new Officers. Supervisors monitor and track training attendance, completion, and overall Performance to ensure all LE personnel are complying with Service Training requirements.	Review
Staff Management Process	Process to manage information related to FWS OLE staff, including workflows, training, medical exams, approval authority, staff property, etc.	Review

**TABLE 56: NON COMMISSIONED SUPERVISORS OF RECORD RELATED BUSINESS PROCESSES**

The Training Tracking business process allows LE-IMAGS Supervisors to track Officers' training progress and compliance with Service requirements for LE personnel. This process allows Supervisors to track attendance, monitor Performance and progress, and ensure completion of courses. The Service contains very strict training requirements for Refuge Officers and Supervisors ensure those are met on a yearly basis. The Staff Management business process manages and tracks all information related to FWS OLE staff, allowing Supervisors to monitor training, approval authority, staff property, etc. These processes ensure that Supervisors are able to support the administration of Officers and enable them to complete their duty while upholding the mission and principles of FWS NWRS.

### Related Services

The LE-IMAGS system offers the functionalities and services necessary for Supervisors to oversee and monitor Officers. LE-IMAGS provides a centralized database/table of NWRS LE personnel, their training, assignment, duty station and other critical information, by leveraging existing systems such



as corporate master tables. The system also possesses strict access control restrictions to ensure the right personnel views and manages only their respective data. Field Training Officers have specific rights in the system to perform the Training Tracking functions described above. Moreover, Supervisors have specific functionality to approve or reject investigations, reports, or workflows created by Officers.

### Related Performance Requirements

Supervisors ensure that all FWS policies and requirements are followed by LE personnel. Therefore, the business, data, service, and Performance requirements for LE-IMAGS Non Commissioned Supervisors of Records are based on all relevant FWS policies and regulations applicable to the Service's LE operations, staff and system.

## 9.1 Data Context Diagram References

The following tables provide descriptions of the Actor and Business Reference Model (BRM) mapping contained in the LE-IMAGS data themes' data context diagrams.

ID	Actor Acronym / Short Name	Actor Name
4	FWS Officers (case, service)	Fish and Wildlife Officers
5	DOI Headquarters	DOI Headquarters
6	FWS	Fish and Wildlife Staff
7	ZLEO	LEMIS Zone Law Enforcement Officer
8	SLEO	LE-IMAGS Supervisory Law Enforcement Officer
9	LEMIS Case Officer	LEMIS Case Officer
10	RC-LEO	LEMIS Regional Law Enforcement Officer
11	LES	LE Admin Support
12	FTEP	Field Training Officer
13	RLEAA	Refuge Law Enforcement Application Administrator
14	CLEO	Chief Law Enforcement Officer
15	UAT	User Acceptance Team
16	SDT	Software Development Team
17	NON-LE	Non-Law Enforcement Manager
18	Refuge Law Enforcement Managers	Refuge Law Enforcement Managers
19	System Administrator	System Administrator
25	Field Non LE supervisor	Field Non LE supervisor
27	Clerk and Administrative Staff	Clerk and Administrative Staff
28	BIA	Bureau of Indian Affairs
29	CVB	Central Violations Bureau
30	BOR	Bureau of Reclamation
31	BLM	Bureau of Land Management
32	DHS	Department of Homeland Security
33	FBI	Federal Bureau of Investigation
34	Geo-MAC	Geospatial Multi-Agency Coordination Group
35	NPS	National Park Service
36	Wildlife Inspector	Wildlife Inspector (LEMIS user)
37	BOEMRE	Bureau of Ocean Energy Management, Regulation & Enforcement
38	FBMS Team	DOI FBMS Business Process Team
39	CPO	Custodial Property Officer
40	Maintenance Manager	Maintenance Manager
41	USGS	US Geological Survey
43	Bureau HR Mini Master Administrator	Bureau HR Mini Master Administrator



44	Property Manager	Property Manager
45	Receiving Officials Role	Receiving Officials Role
46	Auto Choice Ordering Official	Auto Choice Ordering Official
47	Bureau Fleet Manager	Bureau Fleet Manager
48	Land Management Specialist	Land Management Specialist
49	Leasing Contract Officer/Specialist	Leasing Contract Officer/Specialist
50	Bureau Real Property Manager	Bureau Real Property Manager
51	Asset Manager	Asset Manager
52	USFWS / NWRS	FWS Division of Refuge Law Enforcement
53	FWS OLE	FWS Office of Law Enforcement
55	Gov	Government
56	Wildlife inspector	LEMIS Wildlife Inspector
57	LSA	LEMIS Special Agents
58	LE-IMAGS Case Officer	LE-IMAGS Case Officer
63	Forensic Analysis Specialist	Forensic Analysis Specialist
72	LE-IMAGS National LE Chiefs	LE-IMAGS National LE Chiefs
73	LE-IMAGS Regional Chief	LE-IMAGS Regional Chief
74	LE-IMAGS Zone Officer	LE-IMAGS Zone Officer
75	LE-IMAGS RO Non-LE Supervisor	LE-IMAGS RO Non-LE Supervisor
76	LE-IMAGS RO Non-LE Support Staff	LE-IMAGS RO Non-LE Support Staff
77	LE-IMAGS Field Non-LE Supervisor	LE-IMAGS Field Non-LE Supervisor

TABLE 57: ACTORS LIST

ID	BRM Business Area	BRM Line of Business	BRM Sub-Function
8	(1) Service for Citizens Business Area	(115) Law Enforcement	(050) Substance Control
9	(1) Service for Citizens Business Area	(115) Law Enforcement	(049) Property Protection
10	(1) Service for Citizens Business Area	(115) Law Enforcement	(046) Citizen Protection
11	(1) Service for Citizens Business Area	(115) Law Enforcement	(047) Crime Prevention
12	(1) Service for Citizens Business Area	(115) Law Enforcement	(045) Criminal Investigation and Surveillance
13	(1) Service for Citizens Business Area	(115) Law Enforcement	(044) Criminal Apprehension
14	(1) Service for Citizens Business Area	(116) Litigation and Judicial Activities	(053) Legal Investigation
15	(1) Service for Citizens Business Area	(111) Homeland Security	(033) Border and Transportation Security
16	(1) Service for Citizens Business Area	(117) Natural Resources	(057) Conservation, Marine and Land Management
17	(1) Service for Citizens Business Area	(117) Natural Resources	(058) Recreational Resource Management and Tourism
22	(2) Mode of Delivery Business Area	"(204) Regulatory Compliance and Enforcement	(077) Inspections and Auditing
23	(2) Mode of Delivery Business Area	(204) Regulatory Compliance	"(078) Standard Setting / Reporting Guideline Development
24	(2) Mode of Delivery Business Area	(204) Regulatory Compliance	(079) Permits and Licensing
26	(3) Support Delivery of Services	(301) Controls and Oversight	(091) Corrective Action
27	(3) Support Delivery of Services	(301) Controls and Oversight	(092) Program Evaluation
28	(3) Support Delivery of Services	(301) Controls and Oversight	(093) Program Monitoring
30	(3) Support Delivery of Services	(302) Internal Risk Management	(095) Continuity of Operations
31	(3) Support Delivery of Services	(303) Legislative Relations	(097) Legislation Tracking
33	(3) Support Delivery of Services	(306) Regulatory Development	(112) Policy and Guidance Development
37	(3) Support Delivery of Services	(315) General Government	(178) Central Property Management
39	(4) Management of Government	(404) Information and Technology	(138) System Maintenance



	Resources	Management	
40	(4) Management of Government Resources	(404) Information and Technology Management	(140) Information Security
41	(4) Management of Government Resources	(404) Information and Technology Management	(142) Information Management
42	(4) Management of Government Resources	(404) Information and Technology Management	(262) Information Sharing
43	(4) Management of Government Resources	(404) Information and Technology Management	(263) System and Network Monitoring
45	(4) Management of Government Resources	(405) Supply Chain Management	(144) Inventory Control
46	(1) Service for Citizens Business Area	(101) Community and Social Service	(002) Community and Regional Development
52	(1) Service for Citizens Business Area	(116) Litigation and Judicial Activities	(051) Judicial Hearings
53	(1) Service for Citizens Business Area	(116) Litigation and Judicial Activities	(053) Legal Investigation
54	(1) Service for Citizens Business Area	(116) Litigation and Judicial Activities	(054) Legal Prosecution and Litigation
55	(1) Service for Citizens Business Area	(114) International Affairs and Commerce	(041) Foreign Affairs
59	(3) Support Delivery Services	(304) Planning and Budgeting	(104) Strategic Planning
64	(4) Management of Government Resources	(402) Financial Management	(128) Asset and Liability Management
65	(4) Management of Government Resources	(402) Financial Management	(129) Reporting Information
66	(4) Management of Government Resources	(402) Financial Management	(261) Cost accounting/Performance Measurement
71	(4) Management of Government Resources	(402) Financial Management	(141) Record Retention
72	(1) Service for Citizens Business Area	(111) Homeland Security	(034) Key Asset and Critical Infrastructure Protection
73	(1) Service for Citizens Business Area	(104) Disaster Management	(010) Emergency Response
74	(1) Service for Citizens Business Area	(104) Disaster Management	(008) Disaster Preparedness and Planning
75	(1) Service for Citizens Business Area	(104) Disaster Management	(009) Disaster Repair
76	(1) Service for Citizens Business Area	(106) Education	(018) Cultural and Historic Cultural and Historic Exhibition
77	(1) Service for Citizens Business Area	(106) Education	(017) Cultural and Historic Preservation

TABLE 58: BRM MAPPING LIST







ID	EA Assessment Perspective	Requirement	LEMIS System Assessment	Assessment Explanation		System-of-Record Identification	System-of-Record Assessment	Assessment Explanation	
131	Performance	The DOI shall be fully certified and accredited in accordance with Office of Management and Budget Circular A-130	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
475	Performance	All FWS reports shall comply with the Reports Management Program defined by the FWS Service Manual Part 281 FW 1, 41 CFR 201-45.102, and 381 DM 6	Meets	LEMIS meets this performance requirement.		IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
								Architectural	Meets
								Technical	Meets
479	Performance	Documentation of Wildlife Imports and Exports must be authentic, valid, and consistent, and developed in accordance with the FWS Service Manual Part 443	Meets	LEMIS meets this performance requirement.		IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
								Architectural	Meets
								Technical	Meets
132	Performance	DOI shall enforce laws dealing with endangered species of fish or wildlife, including the import, export, possession, sale, delivery, etc. of the endangered species	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
134	Performance	DOI shall enforce laws dealing with fish and wildlife (including non-endangered species) including the import, export, possessions, sale, delivery, etc. of any fish or wildlife species governed by law	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
145	Performance	DOI shall support the wildlife restoration act through research, aide and regulation in order to protect wildlife species	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
154	Performance	FWS shall regulate the taking, possession, transportation, sale, purchase, barter, exportation, and importation of wildlife, plants, and endangered species	Meets	LEMIS meets this performance requirement.		IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
								Architectural	Meets
								Technical	Meets
478	Performance	Inspections of wildlife imports and exports must comply with the policies and procedures outlined in the FWS Service Manual Part 443	Meets	LEMIS meets this performance requirement.		IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
								Architectural	Meets
								Technical	Meets
473	Performance	Law Enforcement organizations shall coordinate and cooperate with other law enforcement organizations concerning wildlife protection in accordance with the principles described in FWS Service Manual Part 446 FW 1	Partially Meets	Planning/Design	There is currently no planning to support the integration of LEMIS data with other Law Enforcement Data at DOI.	IMARS	Meets	IMARS meets this performance requirement.	
				Architectural	Integration with other systems would require custom architecture.				
				Technical	Meets				
387	Performance	LEMIS Intelligence subsystem shall conform to Information and record retention guidelines conform to 28 CFR Part 23 which state that the maximum retention period is five years with the option of one year and 90 days and any information that is not updated	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
515	Performance	LEMIS Intelligence subsystem shall conforms to 28 CFR Part 23 and maintains criminal intelligence information only if there is reasonable suspicion of criminal activity or the Information is relevant to that activity or conduct	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
514	Performance	LEMIS system shall conform and abide to DOI's policies and law enforcement manual enforcing strategic plans	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
385	Performance	LEMIS USFWS Forensic Laboratory Support Request shall conform to standard Evidence Submittal Form and Examination Request	Meets	LEMIS meets this performance requirement.		IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
								Architectural	Meets
								Technical	Meets
144	Performance	The Department of Interior shall provide state-of-the-art management, protection, and interpretation of and research on the resources of the National Park System through law enforcement, training programs, etc.	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
274	Performance	The DOI shall be in compliance that all criminal intelligence systems operating through support under the Omnibus Crime Control and Safe Streets Act	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
148	Performance	The DOI shall enforce laws in relation to the shipment or importation of injurious mammals, birds, fish, and reptiles as well any hunting, fishing, trapping causing disturbance or injury while on wildlife refuges	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
275	Performance	The DOI shall promote the conservation of exotic birds by assisting conservation programs, limiting and or prohibiting imports of exotic birds, ensure trade is	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
141	Performance	The DOI shall support the Fish and Wildlife Service by enforcing regulations; including by making arrests, conducting searches, and carrying out forfeitures in order to protect wildlife species	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
142	Performance	The DOI's duty is to protect and conserve marine mammals as well as their habitat through regulation and enforcement	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
135	Performance	The duties and powers of the Department of the Interior include the preservation, distribution, introduction, and restoration of game birds and other wild birds.	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
477	Performance	The FWS LE shall follow guidance contained within the Freedom of Information Act (FWS Service Manual Part 203) and the Privacy Act (FWS Service Manual Part 204)	Meets	LEMIS meets this performance requirement.		IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
								Architectural	Meets
								Technical	Meets
155	Performance	The FWS shall preserve and maintain wildlife species (including plants, birds, endangered species) as well as their habitat	Meets	LEMIS meets this performance requirement.		IMARS	Meets	IMARS meets this performance requirement.	
133	Performance	The FWS shall submit to Congress (by Jan 15th, annually) preceding fiscal year data pertaining to: a species-by-species accounting of Federal and State (grants) funds expended to conserve endangered species	Meets	LEMIS meets this performance requirement.		IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
								Architectural	Meets
								Technical	Meets
409	Performance	The LEMIS Declarations subsystem and LEMIS Electronic Declarations system shall conform to all import/export regulations outlined in 50 CFR Part 14.4 stating that	Meets	LEMIS meets this performance requirement.		IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.



		a service officer must clear all wildlife imported into the U.S. prior to release by Custom						Architectural	Meets
								Technical	Meets
494	Performance	The provision of investigative and law enforcement information to external groups shall be compliant with the policies and procedures outlined in the FWS Service Manual Part 454 FW 1	Meets	LEMIS meets this performance requirement.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	
474	Performance	The Use of Undercover Operations and/or Businesses by the Office of Law Enforcement shall comply with all policies and requirements outlined in the FWS Service Manual Part 447 FW 1 and 2	Meets	LEMIS meets this performance requirement.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	
162	Business	LEMIS shall have the ability to create, review, update and delete Cases	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
166	Business	LEMIS shall have the ability to implement the OLE Strategic plan within specific case elements	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	
169	Business	A LEMIS case shall have the ability to perform a special funds tracking function	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	
181	Business	LEMIS shall perform case lead management capabilities	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
179	Business	A LEMIS case shall have the ability to implement Multicase Linking Options	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
180	Business	A LEMIS case shall interact Undercover Business/Proprietorship Accounting Module capabilities and allows for financial management of funds	Meets	LEMIS supports this process.	IMARS	Does Not Meet		IMARS does not have the ability to track business ledgers and the expansion of such functionality would be prohibitive.	
182	Business	LEMIS shall have the ability to create, update and manage Case Reports	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
		A LEMIS case report shall generate an eROI Online Web-based Report		LEMIS supports this process.			Planning/Design	IMARS requires additional configuration to support this functionality.	
195	Business		Meets		IMARS	Partially Meets	Architectural	Meets	
							Technical	Meets	
198	Business	A LEMIS case report shall perform an electronic report approval process based on Report Distribution List	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
199	Business	A LEMIS case report shall perform a dynamic internal report distribution and approval function	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
200	Business	A LEMIS case report shall perform a dynamic external report distribution function	Partially Meets	Planning/Design	LEMIS does not actually send data externally.	IMARS	Partially Meets	Planning/Design	IMARS does not actually send data externally.
		Architectural		Meets	Architectural			Meets	
		Technical		Meets	Technical			Meets	
343	Business	A LEMIS Case Report shall be able to create and edit a CVB approved Violation Notice linked to a specific report of investigation	Meets	LEMIS supports this process.	IMARS	Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	
201	Business	LEMIS shall have the ability to manage violations and track all data related to incidents	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
216	Business	A LEMIS violation shall manage documentation of adjudication	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
		LEMIS Cooperating Private Individuals module shall track and manage information from the service control or information relative to an investigation	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
377	Business						Architectural	Meets	
							Technical	Meets	
383	Business	LEMIS SuperCase shall retain its own access control and report distribution structure	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
388	Business	LEMIS Intelligence subsystem shall collect and maintain criminal intelligence information concerning an individual or organization	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
406	Business	LEMIS Intelligence subsystem shall allow the FWS/OLE Intelligence Unit to formally disseminate Intelligence records according to applicable restrictions that apply	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
410	Business	LEMIS Declarations shall allow for manual data entry with core elements captured on FWS Form 3-177: U.S. Fish and Wildlife Service Declaration for the Importation or Exportation of Fish or Wildlife	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	
416	Business	LEMIS Declarations subsystem shall have the ability to search species through the module	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	
419	Business	LEMIS Declaration Data Transfer module captures and manages information regarding the physical shipment of Form 3-177 document packages from FWS ports of entry to central processing	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	
430	Business	LEMIS eDec shall provide a species search tool to assist the user in looking up scientific name information (genus, species, subspecies, specific common name, generic common name)	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	
431	Business	LEMIS eDec shall have the ability to links to a PDF version of Form 3-177 that allows the filer to submit a hardcopy Declaration	Meets	LEMIS supports this process.	IMARS	Meets		IMARS supports this process.	
497	Business	If an officer determines that the intelligence is an allegation of a specific violation of Federal wildlife law(s) or regulation(s) that should be disseminated to a specific Region or office, the officer must select Yes in the COV (complaint of violation)	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.	
							Architectural	Meets	
							Technical	Meets	



493	Business	LE Officers assisting in an investigation where another agency prosecutes the violation must document charges in the LEMIS Investigative Subsystem by obtaining an INV number and updating the case the status accordingly (e.g. "SP" for State Prosecution, "R" for State Prosecution, "R"	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
480	Business	LE Officers submit a 3-177 Form (Declaration for Importation or Exportation of Fish or Wildlife) to be entered into LEMIS, once a shipment has passed inspection	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
455	Business	LEMIS Investigation system shall track and manage forensic analysis results via the Examination Request Form	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
516	Business	LEMIS system shall maintain current list of regulations associated with possible offenses / classifications (regulations)	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
481	Business	When Service officers refuse clearance of a shipment or part of a shipment, they must enter the data from Form 3-177 and investigation data into LEMIS	Meets	LEMIS supports this process.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
163	Data	BA LEMIS case shall contain a Case Number	Meets	LEMIS manages this data.	IMARS	Meets		IMARS manages this data.
164	Data	BA LEMIS case shall contain a Title	Meets	LEMIS manages this data.	IMARS	Meets		IMARS manages this data.
165	Data	BA LEMIS case shall contain a Priority Level	Meets	LEMIS manages this data.	IMARS	Meets		IMARS manages this data.
234	Data	A LEMIS Case shall track OLE Strategic Plan element Case Priority level	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
235	Data	A LEMIS Case shall track OLE Strategic Plan element of one of the following: of Commercial, Non Commercial, Industrial Classification	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
236	Data	A LEMIS Case shall track OLE Strategic Plan element of either Native or Foreign Species	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
237	Data	A LEMIS Case shall have the ability to link to OLE Strategic Plan element of LEMIS Intelligence Record	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
238	Data	A LEMIS Case shall track OLE Strategic Plan element of Forensic Lab Support	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
239	Data	A LEMIS Case shall track OLE Strategic Plan element of Joint Investigation	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
240	Data	A LEMIS Case shall track OLE Strategic Plan element of either declared or undeclared shipment indicator	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
241	Data	A LEMIS Case shall track OLE Strategic Plan element of a sentencing value	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
242	Data	A LEMIS Case shall track OLE Strategic Plan element of the resource impact	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
167	Data	A LEMIS case shall contain case officer information	Meets	LEMIS manages this data.	IMARS	Meets		IMARS manages this data.
168	Data	A LEMIS case shall contain a case distribution list	Meets	LEMIS manages this data.	IMARS	Meets		IMARS manages this data.
170	Data	A LEMIS case shall have the ability to link to cooperating private individuals	Meets	LEMIS manages this data.	IMARS	Meets		IMARS manages this data.
171	Data	A LEMIS case shall have the ability to perform Sale-Bust even tracking function	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
172	Data	A LEMIS case shall have the ability to perform employment proceeds tracking function	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
173	Data	A LEMIS case shall have the ability to perform native American prosecution request tracking function	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
174	Data	A LEMIS case shall have the ability to perform a covert action request tracking function	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets



175	Data	A LEMIS case shall have the ability to perform a mail cover status tracking function	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
176	Data	A LEMIS case shall have the ability to perform a pen register status tracking function	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
177	Data	A LEMIS case shall contain an administrative update option	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
183	Data	A LEMIS case report shall contain a case number	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
184	Data	A LEMIS case report shall contain a date	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
185	Data	A LEMIS case report shall contain an act covered	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
186	Data	A LEMIS case report shall contain a report status	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
		A LEMIS case report shall contain a region covered		LEMIS manages this data.			Planning/Design	IMARS requires additional configuration to support this functionality.
187	Data		Meets		IMARS	Partially Meets	Architectural	Meets
							Technical	Meets
188	Data	A LEMIS case report shall contain a reporting officer	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
189	Data	A LEMIS case report shall contain investigative hours by OLE and Non-OLE Personnel	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
190	Data	A LEMIS case report shall contain international coverage	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
191	Data	A LEMIS case report shall contain a link to subjects and/or businesses under investigation	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
192	Data	A LEMIS case report shall contain subject or business information	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
193	Data	A LEMIS case report shall contain a report synopsis	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
344	Data	A LEMIS Case Report shall be able to implement a refused clearance addendum	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
204	Data	A LEMIS violation shall contain a charged or pre-charged settlement indicator	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
205	Data	A LEMIS violation shall contain an act a code and violation information specific to wildlife investigation and inspection activities	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
206	Data	A LEMIS violation shall contain a violation code using sequential violation numbers	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
208	Data	A LEMIS violation shall contain geospatial latitude and longitude identifiers	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
209	Data	A LEMIS violation shall contain a port of entry	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
210	Data	A LEMIS violation shall be able to link to species information	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
244	Data	A LEMIS violation shall be able to link to species information of Genus	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
245	Data	A LEMIS violation shall be able to link to species information of Species	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
246	Data	A LEMIS violation shall be able to link to species information of Subspecies	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
247	Data	A LEMIS violation shall be able to link to species information of Specific Common Name	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
248	Data	A LEMIS violation shall be able to link to species information of Generic Common Name	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
249	Data	A LEMIS violation shall be able to link to species information of Class	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.



							Architectural	Meets
							Technical	Meets
250	Data	A LEMIS violation shall be able to link to species information of Order	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
251	Data	A LEMIS violation shall be able to link to species information of Family	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
252	Data	A LEMIS violation shall be able to link to species information of USFWS Species Code	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
214	Data	A LEMIS violation shall have the ability to link subjects and/or business information including: license/permit data, a rap sheet, other LID associations found in LEMIS, business name, business location, business type, alert flag / remarks, DBA, Le	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
215	Data	A LEMIS violation shall contain violation remarks	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
217	Data	A LEMIS violation shall have an adjudication date	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
218	Data	A LEMIS violation shall have the ability to include a criminal adjudication	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
253	Data	A LEMIS violation shall have the ability to include a criminal adjudication of monetary penalties	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
254	Data	A LEMIS violation shall have the ability to include a criminal adjudication of sentencing	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
255	Data	A LEMIS violation shall have the ability to include a criminal adjudication of suspension/revocation of hunting/guiding privileges	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
219	Data	A LEMIS violation shall have the ability to include a civil adjudication	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
257	Data	A LEMIS violation shall have the ability to include a civil adjudication of negotiated other payments	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
258	Data	A LEMIS violation shall have the ability to include a civil adjudication of negotiated agreement	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
259	Data	A LEMIS violation shall have the ability to include a civil adjudication of civil penalty assessments	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
220	Data	A LEMIS violation shall have the ability to include a other adjudications	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
221	Data	A LEMIS violation shall have the ability to include an adjudication summary resource impact	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
378	Data	LEMIS CPI module shall contain results of background checks	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
379	Data	LEMIS CPI module shall contain identifying information	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
380	Data	LEMIS CPI module shall contain uploaded agreements and other relevant documents	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
382	Data	LEMIS SuperCase shall have the ability to link multiple cases under one overarching case	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
384	Data	LEMIS SuperCase shall allow for expansion beyond traditional districts and OLE regions	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
389	Data	LEMIS Intelligence subsystem shall contain a Full name	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
390	Data	LEMIS Intelligence subsystem shall contain an address	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
391	Data	LEMIS Intelligence subsystem shall contain an Alias(es)	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
392	Data	LEMIS Intelligence subsystem shall contain a Date of Birth	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
393	Data	LEMIS Intelligence subsystem shall contain a citizenship	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
394	Data	LEMIS Intelligence subsystem shall contain a social security number	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
395	Data	LEMIS Intelligence subsystem shall contain a drivers license number and or any other identifying numbers	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
396	Data	LEMIS Intelligence subsystem shall contain a physical description	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
397	Data	LEMIS Intelligence subsystem shall contain a violence potential indicator	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
398	Data	LEMIS Intelligence subsystem shall contain a LEMIS identification number (LID) from investigative subsystem	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
399	Data	LEMIS Intelligence subsystem shall contain any criminal activates and/or offenses as well as criminal associates	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
400	Data	LEMIS Intelligence subsystem shall contain a Modus Operandi	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
401	Data	LEMIS Intelligence subsystem shall allow for the collection of non-criminal information when there is an existing relationship to an existing criminal suspect record	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
402	Data	LEMIS Intelligence subsystem shall contain source reliability factors (reliable, usually reliable, and unknown)	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
403	Data	LEMIS Intelligence subsystem shall contain information validity (confirmed, probably true, possible true, cannot be judged)	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
404	Data	LEMIS Intelligence subsystem pertaining to wildlife shall contain a Wildlife- related Act	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.



							Architectural	Meets
							Technical	Meets
405	Data	LEMIS Intelligence subsystem pertaining to wildlife shall contain the specific species involved	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
412	Data	LEMIS Declarations subsystem shall contain daily data entry reports	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
413	Data	LEMIS Declarations subsystem shall contain daily and weekly summary reports	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
414	Data	LEMIS Declarations subsystem shall contain inventory reports used to stage and box completed files	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
415	Data	LEMIS Declarations subsystem shall contain Quality Assurance tools designed around peer and supervisor review	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
420	Data	LEMIS Dec Data Transfer module shall contain a box number	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
421	Data	LEMIS Dec Data Transfer module shall contain the date shipped	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
422	Data	LEMIS Dec Data Transfer module shall contain a tracking number	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
423	Data	LEMIS Dec Data Transfer module shall contain the quantity shipped	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
424	Data	LEMIS Dec Data Transfer module shall contain the date received	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
425	Data	LEMIS Dec Data Transfer module shall contain the date processed	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
426	Data	LEMIS Dec Data Transfer module shall contain shipper identification	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
427	Data	LEMIS Dec Data Transfer module shall contain a the status of the shipment	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
432	Data	LEMIS eDec shall link to FWS License information	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
433	Data	LEMIS eDec shall contain information relative to the ACS Broker Interface	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
434	Data	LEMIS eDec account interface shall contain fields necessary for both brokers and importers/exporters of wildlife	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
435	Data	LEMIS eDec account interface shall contain a field for a FWS License number (if applicable)	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
436	Data	LEMIS eDec account interface shall contain a Business Name	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
437	Data	LEMIS eDec account interface shall contain a Contact name	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
438	Data	LEMIS eDec account interface shall contain contact information	Meets	LEMIS manages this data.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
517	Data	LEMIS regulations shall maintain a relationship with violations	Meets	LEMIS manages this data.	IMARS	Meets	IMARS manages this data.	
429	Service	LEMIS eDec shall provide a link to the FWS/OLE home page and allow users to manage their own accounts	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets



LEMIS Case

							Technical	Meets
194	Service	A LEMIS case report shall have the ability to upload/link MS Word-based Reports of Investigation (ROI)	Meets	LEMIS provides this service.	IMARS	Meets	IMARS provides this service.	
196	Service	A LEMIS case report shall have the ability to upload/link scanned report attachments	Meets	LEMIS provides this service.	IMARS	Meets	IMARS provides this service.	
197	Service	A LEMIS case report shall have the ability to upload/link MS Word-based Officer Administrative Page	Meets	LEMIS provides this service.	IMARS	Meets	IMARS provides this service.	
381	Service	The LEMIS CPI module shall have strictly controlled access to ensure safety of USFWS officers	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
386	Service	LEMIS Support Request from the Lab Submittal form is automatically uploaded from the Forensics Lab into the officer's case	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
231	Service	A LEMIS property shall have the ability to link to Declaration (SF 3-177 – LEMIS Declarations system) to the Property Module where all associated species records are to be flagged as property records	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
461	Service	Criminal Intelligence information is provided and or received via an intelligence report	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
499	Service	LEMIS Bird Fatality Management shall interface with the LEMIS investigation module	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
		LEMIS Bird Fatality Module shall be outward facing to the public to allow utility companies to file reports in observance of fatal bird accidents		LEMIS provides this service.			Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
500	Service		Meets		IMARS	Does Not Meet	Technical	IMARS is not designed to be a public-facing application, although it might be configurable with a supporting web site providing it information.
456	Service	LEMIS Case Management system shall include data fields which allow a case officer to open UCBooks for any case which its use has been approved by the OLE Chief.	Meets	LEMIS provides this service.	IMARS	Does Not Meet		IMARS does not have the ability to track business ledgers.
449	Service	LEMIS Declaration to LEMIS Property module shall electronically tie without additional data entry all wildlife-related property between the Electronic Declarations system, the Declarations system, and the relative LEMIS Investigative case and report	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
411	Service	LEMIS Declarations relies on permit license information obtained weekly from the FWS Service Permits Issuance Tracking System (SPITS)	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
444	Service	LEMIS Declarations/Electronic Declarations Wildlife Inspector Interface shall allow the inspector to view all pending shipments at his/her port	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
408	Service	LEMIS Intelligence subsystem shall have the ability to search directly from the LEMIS Investigations LID and Declarations database	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
518	Service	LEMIS system shall maintain a current up-to-date list of regulations associated with possible violations	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
356	Service	LEMIS violation Notice sub-module shall allow FWS officers to capture all relative incident information within the context of a CVB-approved (Form 3-29) United States District Court Violation Notice format and has the ability to link to LEMIS LID system t	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets
491	Service	Officers must use the LEMIS-generated FWS Form 3-332 (Record of Information that May Become Testimony) to document and describe an interview, surveillance, or other similar activity	Meets	LEMIS provides this service.	IMARS	Partially Meets	Planning/Design	IMARS requires additional configuration to support this functionality.
							Architectural	Meets
							Technical	Meets







## 11 APPENDIX D – DOCUMENT SOURCES LIST

Relevant System	Document Title	Description
LEMIS	LEMIS FRD_OLEv1.2.doc	Descriptive doc (95 pgs.) describes each section of LEMIS and explains the purpose of each subsystem and what is captured in each. Charts illustrating database relationships
LEMIS	LEMIS FRD_OLEv1.2 Addendum A.doc	Table and Field definitions- same charts repeated
LEMIS	Gap Analysis FWSOLE.doc	Analysis compare capabilities available in LEMIS with those that have been or will be developed in IMARS
LE-IMAGS	OA0 2011	Operational analysis CPIC
LE-IMAGS	Data LE-IMAGS Interfaces LE	List of data LE-IMAGS interfaces with
LE-IMAGS	LE-IMAGS Roles and Security	Roles of different types of officers and tasks they perform
LE-IMAGS	IMARS FWS RLE Requirements JAN 04	Defines the high-level business requirements, user needs, and features of the IMARS/FWS/RLE sub-systems. Describes what the IMARS/FWS/RLE software will do, not how it will do it
LE-IMAGS	IMARS FWS RLE Requirements Updated AUG (11)2	Same doc as above, believe it is the updated version with a few more graphics added
IMARS	IMARS Project Management Plan_V4_042809	IMARS PMP describes the project management approach that will be used to govern the IMARS project
IMARS	Functional Requirements Doc v2.4 - 082008	Requirements Document
IMARS	IMARS Enterprise Architecture.doc	Provides evidence of the IMARS solution to the LE Blueprint
IMARS	IMARS Solution Architecture - V3.0 06-16-2009	Architecture overview of IMARS solution by leveraging client server tech. Provides architecture framework and IT building blocks
IMARS	APPENDIX A - IMARS FRD REQUIREMENTS EXTRACT.XLS	IMARS RMS requirements
IMARS	APPENDIX B - MODULES A-N REQUIREMENTS EXTRACT.XLS	IMARS CAD, Mapping, EMS, & HAZMAT requirements
LEMIS	ACTIVIOL Table.xls	Regulations associated with FWS
IMARS	IMARS User Acceptance Test Plan_v1 0_signed	IMARS evaluation phase and the planning of the user acceptance tests
IMARS	2006-07-03_LEITSC_CAD_and_RMS_2-8-2012	Standard Functional Specifications for CAD Systems and RMS
IMARS	IMARS Response to LEMIS Gap Analysis	Document created in response to "Gap Analysis FWSOLE" document
ALL	Executive Order 13356 <sup>1</sup>	Strengthening the Sharing of Terrorism Information To Protect Americans
ALL	Executive Order 13388: Further Strengthening the Sharing of Terrorism Information To Protect Americans	Executive Order issued in 2005 to improve the sharing of information on suspicions of terrorism.
ALL	Memo_on_Guidelines_and_Rqmts_in_Support_of_the_ISE	Memorandum for the Heads of Executive Departments and Agencies on requirements and guidelines in support of the Information Sharing Environment (ISE)
ALL	IG Report	Assessment of the Department of the Interior's Law Enforcement Activities

<sup>1</sup> Executive Order 13356 was revoked by EO 13388 on October 25, 2005.



Relevant System	Document Title	Description
ALL	Handbook for Acquiring an RMS that is Compatible with NIBRS	Comprehensive, step-by-step guidance to implement an automated incident-based Records Management System (RMS) that is compatible and compliant with NIBRS
n/a	Excerpts from Public Law 100-690	Excerpts of public law
	1989%20Document	Memorandum to update Branch of Law Enforcement Annual Objectives
IMARS	ISE Performance Assessment Questionnaire – DOI_030912	2012 ISE Performance Assessment Questionnaire
n/a	CIO Fed Council Survey by DOI_03122012	Survey on name-based matching algorithms
ALL	DOI-Law-Modernization-Blueprint_V1_1	Law Enforcement LOB Blueprint that identifies issues and opportunities for business improvement
n/a	Intro to NIEM_NIEM PMO_2-12-2007_2-8-2012	Introduction to the National Information Exchange Model
LEMIS	DOI Secretary Order Information Technology Management Functions and Establishment of Funding Authorities_12-14-2010	Order of Information Technology Management Functions and Establishment of Funding Authorities, highlighting the purpose, implementation and timeline
LEMIS	COP Services LE Tech Guide for Comm Interop	Law Enforcement tech guide for communications interoperability
ALL	FEA_CRM_v23_Final_Oct_2007_Revised	FEA Reference Model guidelines
ALL	FEA_XML_Doc_Rev_2_3	FEA Reference Model via xml
FBMS	ACQ_T35_D6_STD_FINAL FIREARM.XLS	Firearm and accountable property system instructions
FBMS	Asset End User Documentation.pdf	Major functional components of FBMS and how to perform property asset accounting
FBMS	BPD402 Asset Acquisition - PO and Non D7 3.doc	FBMS business processes related to the purchase of an asset on a PO or recording a manual asset acquisition
FBMS	Functional Location.xls	FBMS functional requirements and system locations
FBMS	Functional Requirements.xls	FBMS functional requirements
LEMIS	449 fw1.pdf	Overall requirements and process for FWS to follow when documenting case management activities
LEMIS	449 fw2.pdf	Policies and procedures for FWS staff to follow for the format, management, and administration of Reports of Investigation (ROIs)
LEMIS	443 fw1.pdf	Wildlife inspection policies and procedures
LEMIS	CD-A26_Attachment_1-Scanning_Instructions.pdf	Submission of Import/Export Declaration Packages for Scanning
LEMIS	CD-A26_Submission_of_Dec_Packages_for_Scanning.pdf	Policy and procedures for OLE staff when preparing import/export declaration packages for data entry and scanning
LEMIS	CD-A27_LEMISCaseAdminUpdate.pdf	Policy for the LEMIS Case Administrative update module user instructions
LEMIS	CD-A28_Disposal_of_Forfeited_or_Abandoned_Wildlife_and_Plants.pdf	Policy for the proper disposal of wildlife and plant property that has been forfeited or abandoned to the Service
LEMIS	CD-B20 Attachment 1 - Form 3-200-15.pdf	Eagle Part for Native American Religious Purposes Permit Application & Shipping Request
LEMIS	CD-B20 Issuance of Eagle Carcasses, Feathers, and Parts.pdf	Defines the roles and responsibilities of the National Eagle and Wildlife Property Repository
LEMIS	CD-B22 (Rev 3)NatlGuidanceforMail CoverRequests.pdf	Guidance on the process for submitting an official request to the U.S. Postal Inspection Service
LEMIS	CD-B24 CITES Certificate of Ownership.pdf	Procedures for service validation of Certificates of Ownership issued under the Convention on



Relevant System	Document Title	Description
		International Trade in Endangered Species (CITES)
LEMIS	CD-B36Rev1 UseofSoftBodyArmor.pdf	Policy for personnel assigned to the OLE on the use of soft body armor
LEMIS	CD-B38CITESWildlifeHybrids.pdf	Chief's Directive for CITES wildlife hybrids
LEMIS	CD-B44EnforcementGuidanceCITES Rqmt.pdf	Chief's Directive updating regulations 50 CFR 23
LEMIS	CD-B45SpecialFundsUndercover HuntingFishingLicenses.pdf	Policy and procedure for the use of special funds to purchase a hunting or fishing license to conduct covert hunting and fishing activities
LEMIS	CD-B49Attachment1SpecialAgent FTEP Manual.pdf	Field training and evaluation program manual for special agents
LEMIS	CD-B49FieldTrainingandEvaluation Program (FTEP) forSA.pdf	Policy for the administration of field training for new FWS (service) and special agents (trainees)
LEMIS	CD_B21WashOffMonitorInvRev3.pdf	Policy regarding the designation of investigations as Washington Office Monitor
LEMIS	e1443fw1-CITES Exhibit 1.pdf	Ivory and elephant product seizure data collection form
LEMIS	LE Sensitive-447fw1-Undercover Operations.pdf	Policy and procedures for the approval of undercover operations and operating undercover
LEMIS	LE Sensitive-447fw2-Undercover Operations-UCBooks.pdf	policy and procedures for Office of Law Enforcement (OLE) special agents who establish and operate undercover businesses
LEMIS	LE Sensitive-447fw3-Undercover Operations-CPI.pdf	Policies and procedures for sources of information and CPI
LEMIS	LE Sensitive-450fw1-Special Funds.pdf	Policy for the use of special funds by the OLE
LEMIS	LE Sensitive-450fw2-Special Funds-Payment of Rewards.pdf	Policy for how and when the OLE pays rewards for law enforcement operations
LEMIS	Strategic Plan 9-27-04.doc	FWS strategic plan FY 2005- FY 2010
LEMIS	Strategic Planning LEMIS Policy Guidance - Sept 2006 revision.doc	Guidance for strategic plan changes to LEMIS
All	A-130 Security Compliance Email	Email from George Volentir Confirming A-130 Security Compliance (Dated April 5, 2012)
All	A-130 Records Management Compliance Email	Email from George Volentir Confirming A-130 Records Management Compliance (Dated April 9, 2012)

TABLE 1: DOCUMENT SOURCES LIST



